

Monday, May 13, 2024
Remote Meeting by Zoom
2:00 PM - 3:10 PM

OPENING SESSION

1. Approval of the Agenda 2:00 – 2:05 p.m. Bill Flanagan
2. Comments from the Chair (no documents) 2:05 – 2:10 p.m. Bill Flanagan

CONSENT AGENDA 2:10 – 2:15 p.m.

[If a member has a question or feels that an item should be discussed, they should notify the Secretary to GFC, in writing, two business days or more in advance of the meeting so that the relevant expert can be invited to attend.]

3. Approval of the Open Session Minutes of April 8, 2024
4. Changes to the Faculty of Nursing Faculty Council Composition
5. Changes to the Faculty of Science Faculty Council Composition
6. Changes to the Faculty of Business Faculty Council Composition

ACTION ITEMS

7. University Policy Development Oversight 2:15 – 2:30 p.m. Brad Hamdon
John Lemieux
Jay Jorgensen
Motion: To Recommend Board of Governors Approval
8. Bilingual Parchment for the Certificate in Francophone Practice for Speech-Language Pathologists Esther Kim

Motion: To Approve with Delegated Authority

DISCUSSION ITEMS

9. 2023-2024 Report from Exec GPO 2:30 - 2:45 p.m. Ryan Dunch

PREPARATION OF THE GFC AGENDA

[The following items are included in your materials for the purposes of preparation of the GFC Agenda. If a member has a question or feels that an item should be discussed, they should notify the Secretary to GFC, two business days or more in advance of the meeting so that the relevant expert can be invited to attend.]

CONSENT

- *Proposed Changes to Thesis Requirements for Graduate Students (GPS)*

ACTION ITEMS

- *People Strategy*
- *Policy Development Policy*

DISCUSSION ITEMS

- *Question Period*
- *Equity, Diversity and Inclusion Action Plan (documents to be distributed when available)*
- *Space Management Policy Revisions*
- *UniForum Service Effectiveness Survey Results*

INFORMATION REPORTS

- *Report of the GFC Executive Committee*
- *Report of the GFC Academic Planning Committee*
- *Report of the GFC Programs Committee*
- *Report of the Board of Governors*
- *Information Items:*
 - A. Centres and Institutes Annual Report*
- *Information Forwarded to GFC Members Between Meetings*
 - A. Notification of Materials: General Faculties Council | April 29, 2024*

ACTION ITEMS

10. Draft Agenda for the Next Meeting of General Faculties Council 2:45 – 2:55 p.m.

Bill Flanagan

Motion: To Approve with Delegated Authority

DISCUSSION ITEMS

11. Question Period 2:55 – 3:00 p.m.

Bill Flanagan

CLOSING SESSION

12. Adjournment
- Next Meeting of Exec: June 17, 2024
- Next Meeting of GFC: May 27, 2024

Presenter(s):

Bill Flanagan	President and Vice-Chancellor and Chair, GFC Exec
John Lemieux	University Secretary, University of Alberta
Brad Hamdon	General Counsel
Jay Jorgensen	Institutional Policy Lead
Bill Flanagan	Dean, Arts
Esther Kim	Associate Professor, Faculty of Rehabilitation Medicine
Ryan Dunch	Chair, Executive Governance and Procedural Oversight Committee

Documentation was before members unless otherwise noted.

Meeting REGRETS to: GFC Services, ugovgfc@ualberta.ca
Prepared by: Kate Peters
University Governance www.governance.ualberta.ca

General Faculties Council
Executive Committee (EXEC)
Draft Open Session Minutes

Monday, April 8, 2024
2-31 South Academic Building (SAB)
2:00 PM - 3:00 PM

ATTENDEES:

Bill Flanagan, Chair
Jelena Holovati (Vice Chair)
Pedro Almeida
Ryan Dunch
Kyle Foster
Danielle Gardiner Milln
Rija Kamran
Sujata Persad
Norma Rodenburg

Dan Romanyk
John Spence
Robert Wood
Verna Yiu

REGRETS:

Spencer Proctor
Julianne Gibbs

Aiman Saif

non-voting:

John Lemieux
Kate Peters

staff:

Carley Roth

OPENING SESSION

The Chair began by acknowledging the territory:

The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the sovereignty, lands, histories, languages, knowledge systems and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Presenter(s): Bill Flanagan, President and Vice-Chancellor, Chair of GFC Executive Committee (EXEC)

The Chair welcomed members and observers.

The motion to approve the agenda was moved and seconded

THAT the GFC Executive Committee approve the agenda.

CARRIED

2. Comments from the Chair (no documents)

- President's Review Committee

Presenter(s): Bill Flanagan, President and Vice-Chancellor, Chair of GFC Executive Committee (EXEC)

Discussion: The Chair noted that he would have to leave the meeting early and thanked Vice-Chair J Holovati who would assume the Chair. He then asked members for advice on the April 29th meeting of GFC noting that he would be unable to attend in person. He emphasized how important his role as Chair of GFC was to him and asked members to consider whether it was preferable to move the meeting online so he could preside or to ask V Yiu, Provost and Vice-President (Academic) and Vice-Chair of GFC, to take on the role. Members discussed and suggested that it was preferable to allow for in-person participation with V Yiu in the Chair but that it would be valuable for the President to be available for Question Period.

The Chair asked J Lemieux to provide an update on the Presidential Review Committee.

CONSENT AGENDA

Materials before members are contained in the official meeting file.

3. Approval of the Open Session Minutes of March 11, 2024

Presenter(s): Bill Flanagan, President and Vice-Chancellor, Chair of GFC Executive Committee (EXEC)

The motion to approve the consent agenda was moved and seconded.

THAT the GFC Executive Committee approve the consent agenda.

CARRIED

ACTION ITEMS

4. Student Academic Integrity Policy Suite

Presenter(s): Ravina Sanghera, Vice-Provost and Dean of Students; Chris Hackett, Discipline Officer, Student Services

Discussion: The members were reminded that the proposal was initially discussed at the October 2023 meeting of the GFC Executive Committee. The Chair further noted that, as set out in the terms of reference, the GFC Executive Committee oversees changes to policy and procedure as well as having responsibilities over Student Affairs and Student Conduct.

C Hackett presented the revised Policy Suite noting the differences in language, changes to the appendices, and how the implementation of the policy will involve new processes and ways of working across the University.

Members made comments and asked questions including:

- Whether there would be changes for instructors, and if additional resources were available at the department level;
- Discussion on the implications for non-disciplinary actions and records with the new policy suite; and
- How the responsibility of departments and chairs over program delivery feeds back into this process.

The motion was moved and seconded.

THAT the GFC Executive Committee recommend that the General Faculties Council approve the Student Academic Integrity Policy and associated Procedures identified in attachments 1 through 5, and rescind the Code of Student Behaviour, both to take effect September 1, 2024.

CARRIED

5. Proposed revisions to the Terms of Reference for the GFC Academic Planning Committee, Committee on the Learning Environment, and Programs Committee and Proposed Disbanding of the Student Conduct and Policy Committee and Facilities Development Committee

Presenter(s): Ryan Dunch, Professor and Chair of the GFC Executive Subcommittee on Governance and Procedural Oversight (GPO)

Discussion: The Chair noted that GFC Executive Committee holds delegated authority from GFC to recommend changes to standing committee terms of reference. R Dunch noted that the proposed revisions to the Academic Planning Committee, Programs Committee and the Committee on the Learning Environment (CLE) were discussed at the March 18 GFC meeting after being reviewed by the GFC Executive Committee previously. He pointed to the proposed four motions detailed in the provided materials.

R Dunch summarized the effort of GPO to reconceptualize the terms of reference to align with the Post-secondary Learning Act and to provide more clarity and consistency. He spoke to the work to develop definitions within each document, to balance committee composition, and to reduce redundancy between standing committees.

Members discussed the composition of the CLE - specifically the inclusion of the Vice-President (Student Life) from the University of Alberta Students' Union as opposed to an at-large student representative.

The four motions were moved and seconded.

THAT the GFC Executive Committee recommend to GFC that it approve the proposed revisions to the GFC Academic Planning Committee Terms of Reference as set forth in Attachment 1, to take effect upon approval.
CARRIED

THAT the GFC Executive Committee recommend to GFC that it approve the proposed revisions to the GFC Committee on the Learning Environment Terms of Reference as set forth in Attachment 2, to take effect upon approval.
CARRIED

THAT the GFC Executive Committee recommend to GFC that it approve the dissolution of the GFC Student Conduct Policy Committee as a result of the approval of the Revised GFC Committee on the Learning Environment Terms of Reference as set forth in Attachment 2, to take effect upon approval.
CARRIED

THAT the GFC Executive Committee recommend to GFC that it approve of the proposed revisions to the GFC Programs Committee Terms of Reference as set forth in Attachment 3, to take effect upon approval.
CARRIED

PREPARATION OF THE GFC AGENDA

[The following items are included in your materials for the purposes of preparation of the GFC Agenda. If a member has a question or feels that an item should be discussed, they should notify the Secretary to GFC, two business days or more in advance of the meeting so that the relevant expert can be invited to attend.]

ACTION ITEMS

- *Student Academic Integrity Policy Suite*
- *3-in-24 hour Exam Reschedule Procedure*
- *Policy Development Policy*
- *Proposed revisions to the Terms of Reference for the GFC Academic Planning Committee, Committee on the Learning Environment, and Programs Committee and Proposed Disbanding of the Student Conduct and Policy Committee and the Facilities Development Committee*

DISCUSSION ITEMS

- *Question Period*
- *People Strategy*

INFORMATION REPORTS

- *Report of the GFC Executive Committee*
- *Report of the GFC Academic Planning Committee*
- *Report of the GFC Programs Committee*
- *GFC Nominations and Elections*
- *Report of the Board of Governors*
- *Information Items:*
 - A. *Annual Ombuds Report*
- *Information Forwarded to GFC Members Between Meetings*
 - A. *Board of Governors Open Session Agenda for March 22, 2024*

ACTION ITEMS

6. Draft Agenda for the Next Meeting of General Faculties Council

Presenter(s): Jelena Holovati, Associate Professor, Faculty of Medicine and Dentistry, Vice-Chair of GFC Executive Committee (EXEC)

Discussion: The proposed agenda was reviewed for suggested changes and action items.

Members made suggestions concerning the timing of the agenda and the proposed Exam Rescheduling Procedure.

The motion was moved and seconded.

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the April 29, 2024, meeting of General Faculties Council.

CARRIED

DISCUSSION ITEMS

7. Question Period

Presenter(s): Jelena Holovati, Associate Professor, Faculty of Medicine and Dentistry, Vice-Chair of GFC Executive Committee (EXEC)

Discussion: The student membership of GPO was discussed. Specifically, if the University of Alberta Students' Union representative was required to be the president or if that position could be delegated. It was noted that the president could delegate and that the composition could be revised to designate the Vice-President (Academic) when the terms of reference are reviewed in 2025.

CLOSING SESSION

8. Adjournment

- Next meeting of EXEC: May 13, 2024
- Next meeting of GFC: April 29, 2024



ITEM NO. 4

Decision **Discussion** **Information**

ITEM OBJECTIVE: To approve the proposed changes to the Faculty of Nursing – Faculty Council Composition

DATE	May 13, 2024
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	General Faculties Council

MOTION: THAT the GFC Executive Committee approve, under delegated authority from the General Faculties Council, proposed changes to the Composition of the Faculty Council of Nursing Faculty, as set forth in

EXECUTIVE SUMMARY:

The Post-Secondary Learning Act stipulates that each faculty of the university must have a faculty council (S 28 (1)) and describes the required composition (S 28(2). The PSLA also allows any representative of a professional association appointed pursuant to subsection (4) (S 28(2)(d)), and any other persons recommended by the faculty council and approved by the General Faculties Council to hold membership on faculty councils (S 28(2)(e)).

The proposed revisions for the Nursing Faculty Council focus on the composition and requisite quorum, setting it at 30% of voting members. The Faculty has updated the naming of the organizations that are representatives on the committee and removed additional external faculty representatives. This decision is based on the understanding that the matters under consideration exclusively concern the Nursing Faculty. The following representatives were added:

- One representative from Advanced Education
- One representative, Covenant Health
- All Academic Faculty members who have retired and currently hold Phased Post Retirement appointments.
- All excluded Management and Professional Staff (Category D1.2)

The faculty also agreed to add a non-voting section to include the Executive Assistant to the Dean as the support staff representative at the Council meetings.

Supporting Materials:

Attachment 1: Nursing’s Faculty Council Composition, Current

Attachment 2: Nursing’s Faculty Council Composition indicating detailed proposed revisions

Attachment 3: Nursing’s Faculty Council Composition, Final Proposed Composition





Sections 28, 29, and 30 of the [Post-Secondary Learning Act \(PSLA\)](#) set out the composition and role of faculty and school councils.

1. Mandate and Role

Each faculty of a university must have a faculty council [S.28(1)].

Powers of faculty council [S.29(1)]:

Subject to any conditions or restrictions that are imposed by the general faculties council, a faculty council may:

- a) determine programs of study for which the faculty is established,
- b) appoint the examiners for examinations in the faculty, conduct the examinations and determine the results of them,
- c) provide for the admission of students to the faculty,
- d) determine the conditions under which a student must withdraw from or may continue the student's program of studies in the faculty, and
- e) authorize the granting of degrees.
- f) The Council shall approve standards according to which the performance of academic staff members will be evaluated
- g) The Council shall approve academic policy for the faculty, except in areas specifically entrusted to the Dean through the Faculty Agreement or by administrative mandate

A meeting of a faculty council must be held at any time on the summons of the dean of the faculty [S. 29(2)].

A faculty council may delegate any of its powers, duties and functions [S 29(3)].

2. Composition ([Approved by GFC Executive Committee](#))

Statutory Members [S.28(2)]:

- Dean of the faculty/school (Chair)
- President
- All full-time members of the academic staff of the faculty/school in [Category A](#).
- A representative of a professional regulatory or accreditation body, nominated by that body (as applicable)
 - One representative, Alberta Association of Registered Nurses

Appointed Members:

- Vice-Provost and University Registrar, or delegate
- One member of the full-time continuing support staff
- One representative, Faculty of Science
- One representative, Faculty of Medicine and Dentistry

- One representative, Faculty of Education
- One representative, Faculty of Arts
- One representative, Faculty of Pharmacy and Pharmaceutical Sciences
- One representative, Faculty of Kinesiology, Sport, and Recreation
- One representative, Faculty of Rehabilitation Medicine
- One representative, University Alumni Association
- One Library representative
- One representative, Capital Health Authority
- Two representatives from Referral Hospital System
- Two representatives from Community Health Network
- One representative from Continuing Care System

Faculty councils must include graduate and undergraduate students in numbers to be determined by each faculty council (GFC MAY 28 2001).

- 1 Undergraduate students
To be selected by the undergraduate students' association using whatever method the association deems suitable. If the association is unable to fill the required number of undergraduate student positions by September 30 of any given year, the UAlberta Students' Union will be responsible for the selection of the undergraduate representatives.
- 1 Graduate students
To be selected by the Graduate Students' Association (GSA) using whatever method the Association deems suitable.

3. Quorum ([Approved by GFC Executive Committee](#))

Faculty members present at the Faculty Council meeting (GFC EXEC 10 JAN 2005)



Sections 28, 29, and 30 of the [Post-Secondary Learning Act \(PSLA\)](#) set out the composition and role of faculty and school councils.

1. Mandate and Role

Each faculty of a university must have a faculty council [S.28(1)].

Powers of faculty council [S.29(1)]:

Subject to any conditions or restrictions that are imposed by the general faculties council, a faculty council may:

- a) determine programs of study for which the faculty is established,
- b) appoint the examiners for examinations in the faculty, conduct the examinations and determine the results of them,
- c) provide for the admission of students to the faculty,
- d) determine the conditions under which a student must withdraw from or may continue the student's program of studies in the faculty, and
- e) authorize the granting of degrees.
- f) The Council shall approve standards according to which the performance of academic staff members will be evaluated
- g) The Council shall approve academic policy for the faculty, except in areas specifically entrusted to the Dean through the Faculty Agreement or by administrative mandate

A meeting of a faculty council must be held at any time on the summons of the dean of the faculty [S. 29(2)].

A faculty council may delegate any of its powers, duties and functions [S 29(3)].

2. Composition ([Approved by GFC Executive Committee](#))

Statutory Members [S.28(2)]:

- Dean of the faculty/school (Chair)
- President
- All full-time members of the academic staff of the faculty/school in [Category A](#).
- A representative of a professional regulatory or accreditation body, nominated by that body (as applicable)
 - One representative, ~~Alberta Association of Registered Nurses~~ [College of Registered Nurses of Alberta](#)

Appointed Members:

- Vice-Provost and University Registrar, or delegate
- [All excluded Management and Professional Staff \(Category D1.2\)](#)

- All Academic Faculty members who have retired and currently hold a Phased Post Retirement appointment
- ~~One member of the full-time continuing support staff~~
- ~~One representative, Faculty of Science~~
- ~~One representative, Faculty of Medicine and Dentistry~~
- ~~One representative, Faculty of Education~~
- ~~One representative, Faculty of Arts~~
- ~~One representative, Faculty of Pharmacy and Pharmaceutical Sciences~~
- ~~One representative, Faculty of Kinesiology, Sport, and Recreation~~
- ~~One representative, Faculty of Rehabilitation Medicine~~
- One representative, University Alumni Association
- One Library representative
- One representative, Capital Health Authority Alberta Health Services
- One representative, Covenant Health
- One representative, Advanced Education
- ~~Two representatives from Referral Hospital System~~
- ~~Two representatives from Community Health Network~~
- ~~One representative from Continuing Care System~~

Non-voting:

- Executive Assistant, Dean

Faculty councils must include graduate and undergraduate students in numbers to be determined by each faculty council (GFC MAY 28 2001).

- 1 Undergraduate students
To be selected by the undergraduate students' association using whatever method the association deems suitable. If the association is unable to fill the required number of undergraduate student positions by September 30 of any given year, the UAlberta Students' Union will be responsible for the selection of the undergraduate representatives.
- 1 Graduate students
To be selected by the Graduate Students' Association (GSA) using whatever method the Association deems suitable.

3. Quorum ([Approved by GFC Executive Committee](#))

~~Faculty members present at the Faculty Council meeting (GFC-EXEC-10 JAN 2005)~~
30% of voting members



Sections 28, 29, and 30 of the [Post-Secondary Learning Act \(PSLA\)](#) set out the composition and role of faculty and school councils.

1. Mandate and Role

Each faculty of a university must have a faculty council [S.28(1)].

Powers of faculty council [S.29(1)]:

Subject to any conditions or restrictions that are imposed by the general faculties council, a faculty council may:

- a) determine programs of study for which the faculty is established,
- b) appoint the examiners for examinations in the faculty, conduct the examinations and determine the results of them,
- c) provide for the admission of students to the faculty,
- d) determine the conditions under which a student must withdraw from or may continue the student's program of studies in the faculty, and
- e) authorize the granting of degrees.
- f) The Council shall approve standards according to which the performance of academic staff members will be evaluated
- g) The Council shall approve academic policy for the faculty, except in areas specifically entrusted to the Dean through the Faculty Agreement or by administrative mandate

A meeting of a faculty council must be held at any time on the summons of the dean of the faculty [S. 29(2)].

A faculty council may delegate any of its powers, duties and functions [S 29(3)].

2. Composition ([Approved by GFC Executive Committee](#))

Statutory Members [S.28(2)]:

- Dean of the faculty/school (Chair)
- President
- All full-time members of the academic staff of the faculty/school in [Category A](#).
- A representative of a professional regulatory or accreditation body, nominated by that body (as applicable)
 - One representative, College of Registered Nurses of Alberta

Appointed Members:

- Vice-Provost and University Registrar, or delegate
- All excluded Management and Professional Staff (Category D1.2)
- All Academic Faculty members who have retired and currently hold a Phased Post Retirement appointment

- One representative, University Alumni Association
- One Library representative
- One representative, Alberta Health Services
- One representative, Covenant Health
- One representative, Advanced Education

Non-voting:

- Executive Assistant, Dean

Faculty councils must include graduate and undergraduate students in numbers to be determined by each faculty council (GFC MAY 28 2001).

- 1 Undergraduate students

To be selected by the undergraduate students' association using whatever method the association deems suitable. If the association is unable to fill the required number of undergraduate student positions by September 30 of any given year, the UAlberta Students' Union will be responsible for the selection of the undergraduate representatives.

- 1 Graduate students

To be selected by the Graduate Students' Association (GSA) using whatever method the Association deems suitable.

3. Quorum ([Approved by GFC Executive Committee](#))

30% of voting members



Decision **Discussion** **Information**

ITEM OBJECTIVE: To approve proposed changes to the Science Faculty – Faculty Council Composition

DATE	May 13, 2024
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	General Faculties Council

MOTION: THAT the GFC Executive Committee approve, under delegated authority from the General Faculties Council, proposed changes to the Composition of the Faculty Council of Science Faculty, as set forth in Attachment 1, to take effect upon final approval.

EXECUTIVE SUMMARY:

The [Post-Secondary Learning Act](#) stipulates that each faculty of the university must have a faculty council (S 28 (1)) and describes the required composition (S 28(2). The PSLA also allows any representative of a professional association appointed pursuant to subsection (4) (S 28(2)(d)), and any other persons recommended by the faculty council and approved by the General Faculties Council to hold membership on faculty councils (S 28(2)(e)).

The proposed revisions to the Terms of Reference for Science Faculty Council focus on the composition of Science Faculty Council. University General Faculties Council recently reviewed its interpretation of the statutory membership of Faculty Councils, and determined that ‘all full-time members of the academic staff of the faculty’ includes all academic faculty in [Category A](#), including ATS members. This interpretation results in ATS Career and all full-time ATS A2.1 members being considered Statutory members of Science Faculty Council, meaning those categories are no longer required under the additionally appointed membership. The proposal modifies the description of the remaining appointed ATS member to be inclusive for any part-time ATS members who would like to fill that position.

One additional change is proposed:

- As part of the review process it was recommended removal the APEGA (Association of Professional Engineers and Geoscientists of Alberta) representative given that the majority of items discussed and approved by the Faculty of Science Council do not pertain to the interests of this organization.

Supporting Materials:

Attachment: Proposed Revisions Science Faculty Council Composition



Approval Route:

Science Chairs: February 21, 2024

Science Faculty Council: March 11, 2024

GFC Executive Committee: May 13, 2024 (for final approval)

Revised Science Faculty Council Composition

Current	Proposed
<p>Ex Officio</p> <ul style="list-style-type: none"> • Dean • Vice Deans • President • Associate Deans • Department Chairs • All academic staff in Category A1.0 of the Faculty (GFC 28 NOV 1988) (EXEC 19 MAR 1998) • All academic Administrators (MAPS) • Faculty Lecturers under the Academic Teaching Staff (ATS) Agreement • Seven support staff members from Category S1.0, with no more than one member selected by each department in the Faculty of Science • One support staff member from Category S1.0 in the Faculty of Science Office, selected by the Dean of Science 	<p>Statutory Members:</p> <ul style="list-style-type: none"> • Dean of the faculty (Chair) • President • All full-time members of the academic staff of the faculty in Category A.
<p>Additional members</p> <ul style="list-style-type: none"> • Registrar • One representative Faculty of Agricultural, Life and Environmental Sciences • One representative Faculty of Arts • One representative Faculty of Business • One representative Faculty of Education 	<p>Appointed Members:</p> <ul style="list-style-type: none"> • Vice Dean • Associate Deans • Science Department Chairs • All Management and Professional staff • Seven support staff members from Category S1.0, with no more than one member selected by each department in the Faculty of Science • One support staff member from Category S1.0 in the Faculty of Science Office, selected by the Dean of Science • Vice-Provost and University Registrar • One representative, Faculty of Agricultural, Life and Environmental Sciences • One representative, Faculty of Arts • One representative, Alberta School of Business • One representative, Faculty of Education

Approved by the Science Chairs on February 21, 2024

Revised Science Faculty Council Composition

- One representative Faculty of Engineering
- One representative Faculty of Medicine and Dentistry
- One representative Department of Biochemistry
- One representative Faculty of Nursing
- One representative Faculty of Pharmacy and Pharmaceutical Sciences
- One representative Faculty of ~~Physical Education and Recreation~~
- One representative Department of Pharmacology
- One representative Department of Physiology
- One representative Faculté Saint-Jean
- One representative Division of Computer Engineering
- ~~One representative The Association of Professional Engineers and Geoscientists of Alberta~~
- One representative Alumni Association
- ~~Twelve Undergraduate Students from the Faculty of Science, as selected by the University of Alberta Science Undergraduate Society using whatever method the Society deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the University of Alberta Science Undergraduate Society to the Faculty Office, and the Students' Union. If the Society is unable to fill the required number of undergraduate students by September 30 of each year, then the Students' Union will be responsible for the selection of the undergraduate representatives.~~
- Two Graduate Students (from Departments in the Faculty of Science, selected through the Graduate Students' Association).

- One representative, Faculty of Engineering
- One representative, Faculty of Medicine and Dentistry
- One representative, Department of Biochemistry
- One representative, Faculty of Nursing
- One representative, Faculty of Pharmacy and Pharmaceutical Sciences
- One representative, Faculty of **Kinesiology, Sport, and Recreation**
- One representative, Department of Pharmacology
- One representative, Department of Physiology
- One representative, **Campus** Saint-Jean
- One representative, Division of Computer Engineering

- One representative, Alumni Association
- Twelve Undergraduate Students from the Faculty of Science
 - **To be selected by the undergraduate students' association using whatever method the association deems suitable. If the association is unable to fill the required number of undergraduate student positions by September 30 of any given year, the UAlberta Students' Union will be responsible for the selection of the undergraduate representatives.**

- Two Graduate Students (from Departments in the Faculty of Science)
 - **To be selected by the Graduate Students' Association (GSA) using whatever method the Association deems suitable.**



Decision **Discussion** **Information**

ITEM OBJECTIVE:

DATE	April 24, 2024
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	General Faculties Council

MOTION: THAT the GFC Executive Committee approve, under delegated authority from the General Faculties Council, the proposed updated Terms of Reference of the Faculty Council of the Alberta School of Business, as set forth in Attachment 1, to take effect upon final approval.

EXECUTIVE SUMMARY:

The Post-Secondary Learning Act stipulates that each faculty of the university must have a faculty council (S 28 (1)) and describes the required composition (S 28(2)). The PSLA also allows any representative of a professional association appointed pursuant to subsection (4) (S 28(2)(d)), and any other persons recommended by the faculty council and approved by the General Faculties Council to hold membership on faculty councils (S 28(2)(e)).

The proposed revisions to the Terms of Reference for Business Council focus on the adoption of the updated Faculty Council Terms of Reference template and the composition of Business Council.

University General Faculties Council recently reviewed its interpretation of the statutory membership of Faculty Councils, and determined that ‘all full-time members of the academic staff of the faculty’ includes all academic faculty in Category A, including ATS members. This interpretation results in ATS Career and all full-time ATS A2.1 members being considered statutory members of Business Council, meaning those categories are no longer required under the additionally appointed membership.

Three additional changes are proposed:

- Additional members from other faculties are not required and have been removed.
- The Faculty General Manager and Associate Dean-Education have been added as ex-officio members.
- The ex-officio members from marketing/communications, human resources, and finance have had their titles updated to “Partners”.

Supporting Materials:

Attachment 1: Proposed Alberta School of Business Faculty Council Terms of

Reference **Approval Route:**

Business Council: April 24, 2024

GFC Executive Committee: May 13, 2024 (for final approval)

GOVERNANCE OUTLINE



Sections 28, 29, and 30 of the [Post-Secondary Learning Act \(PSLA\)](#) set out the composition and role of faculty and school councils.

1. Mandate and Role

Each faculty of a university must have a faculty council [S.28(1)].

Powers of faculty council [S.29(1)]:

Subject to any conditions or restrictions that are imposed by the general faculties council, a faculty council may:

- a) determine programs of study for which the faculty is established,
- b) appoint the examiners for examinations in the faculty, conduct the examinations and determine the results of them,
- c) provide for the admission of students to the faculty,
- d) determine the conditions under which a student must withdraw from or may continue the student's program of studies in the faculty, and
- e) authorize the granting of degrees.

A meeting of a faculty council must be held at any time on the summons of the dean of the faculty [S. 29(2)].

A faculty council may delegate any of its powers, duties and functions [S 29(3)]. A list of authorities delegated from General Faculties Council (GFC) to individual Faculty Councils and other entities is available on the [University Governance website](#).

2. Composition ([Approved by GFC Executive Committee](#))

Statutory Members [S.28(2)]:

- Dean of the faculty/school (Chair)
- President
- All full-time members of the academic staff of the faculty/school in [Category A](#).
 - A1.1 Full-time Academic Faculty Member
 - A1.2 Full-time Administrative and Professional Officers (APO) Member
 - A1.3 Full-time Faculty Service Officers (FSO) Member
 - A1.4 Full-time Librarian
 - A2.1 Career, Term 12, Term Recurring Academic Teaching Staff (ATS) Member
 - A2.3 Full-time Temporary Librarian, Administrative and Professional Officer (TLAPS) Member
 - A3.1 Full-time Trust/Research Academic Staff (TRAS) Member

- A representative of a professional regulatory or accreditation body, nominated by that body (as applicable)
 - One representative Chartered Professional Accountants of Alberta

Appointed Members:

- Any other persons recommended by the faculty council and approved by general faculties council [S. 28(2)(e)].
 - Ex Officio:
 - Faculty General Manager
 - Vice Dean
 - Associate Dean - Education
 - Associate Dean - Undergraduate Programs
 - Associate Dean - Masters Programs
 - Associate Dean - PhD Programs
 - Associate Dean - Research
 - Associate Dean - International
 - Assistant Dean - Advancement
 - Partner, Marketing/Communications
 - Partner, Human Resources
 - Partner, Finance and Administration
 - Additional:
 - Vice-Provost and University Registrar
 - One representative Business Faculty Alumni Association (appointed by that association)
 - Business Librarian (external member)
 - One member of the support staff (Category B1.0)
- Faculty councils must include graduate and undergraduate students in numbers to be determined by each faculty council (GFC MAY 28 2001).
 - Five Undergraduate students
 - To be selected by the undergraduate students' association using whatever method the association deems suitable. If the association is unable to fill the required number of undergraduate student positions by September 30 of any given year, the UAlberta Students' Union will be responsible for the selection of the undergraduate representatives.
 - Two MBA students
 - One Student Representative from the PhD program

3. Quorum ([Approved by GFC Executive Committee](#))

Quorum is 20% of voting membership.

3.1 Achieving and Maintaining Quorum

A duly-called meeting that starts with a quorum present shall be deemed to have a continuing quorum, notwithstanding the departure of voting members, unless the quorum is challenged by a voting member. In the event of a challenge, the remaining members may choose to adjourn or continue the meeting. In the event of a decision to continue a meeting without a quorum, the minutes shall record this fact and any decisions taken must be ratified at the next meeting. It should also be noted that members on leave will not count against quorum, but can count towards quorum if they are in attendance.

4. Council Procedures

Unless otherwise noted, Business Council meetings are governed by the same Meeting Procedural Rules that apply to meetings of GFC and its committees. These rules and procedures are designed to encourage participation and engagement. They are underpinned by a commitment to: openness and transparency, respectful communications, inclusiveness, and participatory decision-making. Meetings are normally held in open session. Business Council agendas are proposed by the Chair and approved by Business Council. There are consent agendas which contain consent items that are approved without discussion unless a member explicitly requests they be identified for consideration, which should normally be done at least two days prior to a Business Council meeting.

The official record of Business Council meetings shall be the minutes taken by the Alberta School of Business Office of Education and approved by Business Council. Where the procedural rules adopted by GFC are not directly applicable to the context of Business Council, the Chair shall decide how to proceed. However, decisions of the Chair on such matters may be overruled via a motion supported by a vote of the majority of those present.

Members of Business Council should endeavor to understand the role and responsibilities of Business Council, to attend its meetings, and to engage in candid and respectful discussion of matters under consideration. While participating in Business Council, members must comply with the university's policies and procedures as outlined in both the Ethical Conduct and Safe Disclosure Policy and in the Conflict of Interest and Commitment and Institutional Conflict Policy. Members must declare conflicts when they arise.

Meetings are normally held four times a year. Special meetings may be called by the Dean.



Decision **Discussion** **Information**

ITEM OBJECTIVE: To approve the revised *Policy Development Policy*.

DATE	May 13, 2024
TO	General Faculties Council Executive Committee
RESPONSIBLE PORTFOLIO	Office of General Counsel

MOTION:

THAT the GFC Executive Committee recommend that the Board of Governors approve the *Policy Development Policy* as set out in Attachment 1.

EXECUTIVE SUMMARY:

Policies are important tools as they set out authority and responsibility within the University for compliance with legislation, the University’s positions on certain issues, and how the University will address those issues.

The [Policy Development Framework](#) was originally approved by the Board of Governors (the “**Board**”) on May 7, 2004, with a recommendation from General Faculties Council (“**GFC**”). Following direction from the Board Governance Committee, a revised and renamed *Policy Development Policy* has been drafted (see [Attachment 1](#)), distributed for discussion and feedback, and is now brought forward for approval.

Governance oversight of policies

The Board and GFC have key roles in University policy, including ensuring there is a policy framework within which the University sets out its own taxonomy of policy instruments. In this aspect, policies represent an opportunity to implement and extend the university’s vision, mission, values and even strategy.

a) Revised Policy Development Policy

Significant primary changes from the 2004 version included:

- Refreshing and including principles for policy development in the policy itself;
- Formally defining University policy documents and the policy development processes;
- Increasing clarity around roles and responsibilities for policy developers, sponsors and approvers in areas of consultation, processes for creation, amendments and removal of policy documents; and approval; and
- Adding a definition of “**Board-level Policy**”, as defined by the Board, into the Policy definitions.

Additional updates to the proposed Policy, based on feedback received at and after the March 11, 2024 GFC Executive Committee meeting include:

- Additional clarity in definitions;



ITEM NO. 7

- Addition of proposed Board-level Policy definition as presented for approval by the Board of Governors;
- Acknowledging that there can be some level of administrative or operational overlap in policy and procedure across responsible units, so long as there are no contradictions in guidance or interpretations.

As noted above, the revised policy includes a clear definition of “Board-level Policy”, which will help establish a scope for the Board to determine policies, strategies, or similar documents that it should be focused on. This definition makes it clear what policies fall under the Board’s authority and where delegation of more operational policies and policy documents and their management (creation, approval, implementation, consolidation or rescission) to committees or to administration is appropriate.

Next Steps

The Policy will next go to GFC on May 27, 2024 for recommendation for approval by the Board of Governors.

Supporting Materials:

1. Draft *Policy Development Policy* (4 pages) - clean version
2. Draft *Policy Development Policy* (5 pages) - redlined version

SCHEDULE A:

Engagement and Routing

Consultation and Stakeholder Participation / Approval Route (parties who have seen the proposal and in what capacity)

<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> ● President’s Executive Committee - Operations ● Office of General Counsel ● University Governance
<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> ● Board Governance Committee ● GFC Executive Committee ● General Faculties Council ● AASUA
<p><u>Those who have been informed:</u></p>



Approval Route:

- May 13, 2024 - GFC Executive Committee (for recommendation)
- May 27, 2024 - General Faculties Council (for recommendation)
- May 29, 2024 - Board Governance Committee (for recommendation)
- June 14, 2024 - Board of Governors (for final approval)



Original Approval Date: May 7, 2004
 Most Recent Approval: DRAFT May 3, 2024
 Most Recent Editorial Date: January 24, 2024

Policy Development Policy

Office of Accountability:	President’s Executive Committee - Operations (PEC-O)
Office of Administrative Responsibility:	Office of General Counsel, Policy Standards Office
Approver:	Board of Governors
Scope:	Compliance with this University-wide policy extends to all members of the University community involved with University Policy development, approval and review.

OVERVIEW

Policies and procedures are clear, concise directives that define and promote appropriate behaviors and practices on behalf of the University. University policies and procedures reflect the values and internal governance structures of the University, and as such they must be developed, approved, reviewed, updated and made accessible according to a standardized approach or methodology.

This Policy provides direction to policy developers to create, implement and maintain clear, concise and differentiated policy documents that are easily accessible and understood; enable operational efficiency; reduce institutional risk; and ensure compliance and alignment with applicable laws, rules, regulations, and the University’s culture and values.

The Policy also serves to assist policy developers in understanding the appropriate governance approval pathways for policies, including identifying policies for which approval by the University’s Board of Governors should be sought (defined in this document as **Board-level Policy**).

PURPOSE

The Policy Development Policy provides direction for effective and consistent practice in the development and administration of University **Policy Documents**. The purpose of this Policy is to explain the process of how Policy Documents are developed, approved, implemented, reviewed and communicated. In particular, this Policy describes:

- principles that apply to the development of Policy Documents;
- the roles and responsibilities of various offices and individuals;
- who may approve Policy Documents;
- an outline of the policy development process; and
- the responsibility for ongoing review, amendment and removal of Policy Documents.

POLICY

1. PRINCIPLES FOR POLICY DEVELOPMENT

The following principles apply to the development of all Policy Documents. Policy Documents must:

- a. represent and be consistent with the University's strategic plans, direction and initiatives;
- b. not contradict other Policy Documents;
- c. be sufficiently researched and comply with applicable laws;
- d. be clearly written, in plain language;
- e. follow standard templates, style and structure;
- f. integrate and consider the needs of, and the impacts on, its users and **Interest-Holders**;
- g. be approved and implemented at the appropriate level of authority; and
- h. be retained in and made accessible through a single source electronic repository, institutionally referred to as **University of Alberta Policies & Procedures Online (UAPPOL)**.

2. POLICY DOCUMENTS

The university's Policy Documents types are as follows: **Policy, Board-level Policy, Framework, Procedure, and Appendix.**

3. ROLES AND RESPONSIBILITIES IN POLICY DEVELOPMENT

The Policy Document development process requires:

- a. the involvement of the **Policy Standards Office, Policy Development Sponsor, Office of Accountability, Office of Responsibility, and Approver;** and
- b. consultation with Interest-Holders.

4. AUTHORITY TO APPROVE POLICY DOCUMENTS

Under the *Post-Secondary Learning Act* ("PSLA"), the Board of Governors and the General Faculties Council have authority to approve university policies and procedures and may delegate this approval authority to a unit or person..

5. POLICY DEVELOPMENT PROCESS

- a. Policy Documents will be developed, vetted, approved and published in accordance with a standard Policy Development Plan.
- b. Developing new Policy Documents or amending or removing existing Policy Documents will be a planned activity that includes:
 - i. consulting with the Policy Standards Office;
 - ii. identifying the appropriate Policy Development Lead, Office of Accountability, Office of Responsibility, Sponsors and Approvers;
 - iii. conducting issue-appropriate due diligence and consultation;
 - iv. using standard Policy Document templates;
 - v. obtaining approval pursuant to the powers imparted by the PSLA; and
 - vi. arranging for the publication of Policy Documents in UAPPOL.

6. POLICY REVIEW, AMENDMENT AND REMOVAL

- a. The Office of Accountability and Office of Administrative Responsibility are responsible for regularly reviewing Policy Documents for which they are responsible, to ensure that they continue to align with the University's strategic plans and initiatives and remain necessary, legally compliant and effective.

- b. The Office of Accountability and Office of Administrative Responsibility are also responsible for initiating amendments to, or removal of a Policy Document where warranted. In doing so, these offices will work closely with the Policy Standards Office, as described in the University Policy Document Development Procedure.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
Appendix	An appendix contains supplemental information to a University Policy, Framework or Procedure.
Approver	Pursuant to the powers imparted by the Post-Secondary Learning Act of Alberta, the approver is the unit or person responsible for final approval of a University Policy or Procedure. The Approver ensures appropriate rigor and due diligence in the development or re-development of University policy and procedure, and appoints an Office of Accountability for each policy.
Board-level Policy	<p>A Board-level Policy is a policy that articulates the University's values and communicates behavioral expectations with respect to strategic, material, and institutionally significant matters falling within the Board's jurisdiction as set out in the <i>Post-Secondary Learning Act</i> (Alberta), the bylaws of the Board, and other applicable statutes and associated regulations.</p> <p>A Board-level Policy must be approved by the Board of Governors.</p> <p>In addition to the foregoing, the Board of Governors will at all times retain its inherent jurisdiction to make and amend policies with respect to its own governance.</p>
Framework	A framework is a Policy Document that serves as a support or guide for constructing other Policy Documents or related guidelines.
Interest-Holder	An Interest-Holder is any unit, office or individual that is impacted by a Policy Document.
Office of Accountability	The Office of Accountability is the senior administrative office or governance unit that is responsible for developing the University Policy, any future re-development of the policy, and ensuring the Policy Documents are in compliance with this Policy.

Office of Administrative Responsibility	Appointed by the Office of Accountability, the Office of Administrative Responsibility is responsible for executing a University Policy, for assisting with the development or redevelopment activities, and for assisting with the monitoring of policy or procedure compliance.
Policy	<p>A Policy is a high-level statement of guiding principles and standards articulating the University's values and communicating behavioral expectations to be followed by its intended audience.</p> <p>A Policy provides direction and guidance to members of the University community on issues relevant to the University's mission, values, governance, and operations.</p> <p>A Board-level Policy is a type of Policy, in the context of this Policy Document.</p>
Policy Development Lead	Acting as the Policy Development Sponsor's agent, the Policy Development Lead plays a planning, coordination and facilitation role.
Policy Development Plan	The Policy Development Plan is a formal document that assists policy document developers to define the purpose and direction of the policy issue to be developed, including identifying Interest-Holders and their role in policy document development, from consultation to approval.
Policy Development Sponsor	The Policy Development Sponsor is a member of the University's senior administration or a governance unit who is assigned by the Office of Administrative Responsibility to be responsible for a specific policy development/redevelopment activity.
Policy Documents	Policy Documents are created and approved as tools used by the University to promote certain behaviors in achieving a predefined set of goals. Policy Documents consist of one or more of Policy, Framework, Procedure, and Appendix.
Policy Standards Office	The Policy Standards Office is the administrative unit at the University responsible for the policy development process and the maintenance and publication of the Policy Documents produced thereof.
Procedure	A procedure is a description of the operational processes necessary to operationalize, and enable compliance with a University Policy.

**University of Alberta
Policies & Procedures
Online (UAPPOL)**

University of Alberta Policies & Procedures On-Line (UAPPOL) is the name of the repository in which University Policy Documents electronically reside and are accessed from.

UAPPOL is the online, single source repository of University of Alberta institution-wide policies and procedures not otherwise represented in other official source publications (such as the the University of Alberta Calendar or applicable collective agreements).

RELATED POLICIES, FRAMEWORKS, AND PROCEDURES

[University Policy Document Development Procedure](#)

RELATED LINKS

No related links

Approval Date: May 7, 2004
Most Recent Editorial Date: January 24, 2014
Most Recent Approval Date: DRAFT May 3, 2024

Policy Development ~~Policy Framework~~

Office of Accountability:	President's Executive Committee - Operational (PEC-O)
Office of Administrative Responsibility:	Office of General Counsel, Policy Standards Office Office of the Vice President (Finance and Administration)
Approver:	Board of Governors and General Faculties Council (EXEC)
Scope:	Compliance with this University-wide policy extends to all members of the University community involved with University Policy development, approval and review. Compliance with this University-wide policy extends to all members of the University community.

Overview

Policies and procedures are clear, concise directives that define and promote appropriate behaviors and practices on behalf of the University. University policies and procedures reflect the values and internal governance structures of the University, and as such they must be developed, approved, reviewed, updated and made accessible according to a standardized approach or methodology.

This Policy provides direction to policy developers to create, implement and maintain clear, concise and differentiated policy documents that are easily accessible and understood; enable operational efficiency; reduce institutional risk; and ensure compliance and alignment with applicable laws, rules, regulations, and the University's culture and values.

The Policy also serves to assist policy developers in understanding the appropriate governance approval pathways for policies, including identifying policies for which approval by the University's Board of Governors should be sought (defined in this document as **Board-level Policy**). ~~University policy and procedure apply to all members of the University community. Policies need to be clear and concise statements of expected behaviors, practices and standards. As policy reflects the values of the University it is important that new and existing policy be developed or revised using an effective and consistent approach. This supports the University's commitment to being an exemplary organization, one that seeks to adopt best practices in dealing with administrative matters.~~

Purpose

The Policy on Policy Development provides direction for effective and consistent practice in the development and administration of University **Policy Documents**. The purpose of this Policy is to explain the process of how Policy Documents are developed, approved, implemented, reviewed and communicated. In particular, this Policy describes:

- principles that apply to the development of Policy Documents;
- the roles and responsibilities of various offices and individuals;
- who may approve Policy Documents;
- an outline of the policy development process; and
- the responsibility for ongoing review, amendment and removal of Policy Documents.

~~To ensure University policy is well cited, serves and is appropriately compliant with the vision and mission of the University of Alberta.~~

POLICY

1. PRINCIPLES FOR POLICY DEVELOPMENT

- a. The following principles apply to the development of all Policy Documents. Policy Documents must:
- represent and be consistent with the University’s strategic plans, direction and initiatives;
 - not contradict other Policy Documents;
 - be sufficiently researched and comply with applicable laws;
 - be clearly written, in plain language;
 - follow standard templates, style and structure;
 - integrate and consider the needs of, and the impacts on, its users and **Interest-Holders**;
 - be approved and implemented at the appropriate level of authority; and
 - be retained in and made accessible through a single source electronic repository, institutionally referred to as **University of Alberta Policies & Procedures Online (UAPPOL)**.

2. POLICY DOCUMENTS

The university’s Policy Documents types are as follows: **Policy, Board-level Policy, Framework, Procedure, and Appendix**.

3. ROLES AND RESPONSIBILITIES IN POLICY DEVELOPMENT

The Policy Document development process requires:

- a. the involvement of the **Policy Standards Office, Policy Development Sponsor, Office of Accountability, Office of Responsibility, and Approver**; and
- b. consultation with Interest-Holders.

4. AUTHORITY TO APPROVE POLICY DOCUMENTS

Under the Alberta *Post-Secondary Learning Act* (“PSLA”), the Board of Governors and the General Faculties Council have authority to approve university policies and procedures and may delegate this approval authority to a unit or person.

5. POLICY DEVELOPMENT PROCESS

- a. Policy Documents will be developed, vetted, approved and published in accordance with a standard **Policy Development Plan**.
- b. Developing new Policy Documents or amending or removing existing Policy Documents will be a planned activity that includes:
- i. consulting with the Policy Standards Office;
 - ii. identifying the appropriate **Policy Development Lead**, Office of Accountability, Office of Responsibility, Sponsors and Approvers;
 - iii. conducting issue-appropriate due diligence and consultation;
 - iv. using standard Policy Document templates;

- v. obtaining approval pursuant to the powers imparted by the PSLA; and
- vi. arranging for the publication of Policy Documents in UAPPOL.

6. POLICY REVIEW, AMENDMENT AND REMOVAL

- a. The Office of Accountability and Office of Administrative Responsibility are responsible for regularly reviewing Policy Documents for which they are responsible, to ensure that they continue to align with the University's strategic plans and initiatives and remain necessary, legally compliant and effective.
- b. The Office of Accountability and Office of Administrative Responsibility are also responsible for initiating amendments to, or removal of a Policy Document where warranted. In doing so, these offices will work closely with the Policy Standards Office, as described in the *University Policy Document Development Procedure*.

~~The University's Board of Governors and/or General Faculties Council and its most senior administrative and academic leaders (Vice Presidents, Deans and the Directors of central administrative units) will initiate the development of new policy and revisions to existing policy. This is not to preclude such initiatives by others, but would have them participate in the process through those named above.~~

~~Newly developed or revised policy will:~~

~~– not overlap or contradict other policy;~~

~~– be sufficiently researched and legislation compliant;~~

~~– integrate and consider the needs of its users and stakeholders; and~~

~~– as applicable, stipulate a specified approval protocol (i.e. GFC and/or the Board) for certain associated procedure.~~

~~Developing new or revising existing policy will be a planned activity allowing for appropriate due diligence and consisting of:~~

~~– identifying the appropriate policy development sponsor and policy development lead;~~

~~– conducting the issue appropriate due diligence;~~

~~– obtaining approval pursuant to the powers imparted by the Post-secondary Learning Act of Alberta; and~~

~~– publishing in a manner easily accessible and consistent across all University policy.~~

- ~~c. Normally the key stakeholders will support the development initiative in principle before this activity begins in earnest.~~

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top]	
Appendix	An appendix contains supplemental information to a University Policy, Framework or Procedure.
Approver	Pursuant to the powers imparted by the <i>Post-Secondary Learning Act</i> of Alberta, the approver is the unit or body responsible for final approval of a University Policy or Procedure. The Approver ensures appropriate rigor and due diligence in the

	development or re-development of University policy and procedure, and appoints an Office of Accountability for each policy.
Board-level Policy	<p>A “Board-level Policy” is a Policy that articulates the University’s values and communicates behavioral expectations with respect to strategic, material, and institutionally significant matters falling within the Board’s jurisdiction as set out in the <i>Post-Secondary Learning Act</i> (Alberta), the bylaws of the Board, and other applicable statutes and associated regulations.</p> <p>In addition to the foregoing, the Board will at all times retain its inherent jurisdiction to make and amend policies with respect to its own governance.</p>
Framework	A framework is a Policy Document that serves as a support or guide for constructing other Policy Documents or related guidelines.
Interest-Holder	An Interest-Holder is any unit, office or individual that is impacted by a Policy Document.
Office of Accountability	The Office of Accountability is the senior administrative office or governance unit that is responsible for developing the University Policy, any future re-development of the policy, and ensuring the Policy Documents are in compliance with this Policy.
Office of Administrative Responsibility	Appointed by the Office of Accountability, the Office of Administrative Responsibility is responsible for executing a University Policy, for assisting with the development or redevelopment activities, and for assisting with the monitoring of policy or procedure compliance.
Policy	<p>A Policy is a high-level statement of guiding principles and standards articulating the University’s values and communicating behavioral expectations to be followed by its intended audience.</p> <p>A Policy provides direction and guidance to members of the University community on issues relevant to the University’s mission, values, governance, and operations.</p> <p>A Board-level Policy is a type of Policy, in the context of this Policy Document.</p>
Policy Development Lead	<p>Acting as the Policy Development Sponsor’s agent, the Policy Development Lead plays a planning, coordination and facilitation role. Acting as the sponsor’s agent, the lead plays a planning, co-ordination and facilitation role. While stakeholders have ownership for the policy deliverable, the lead supports the sponsor and the stakeholders in achieving that outcome. A key activity is working with the stakeholders and sponsor to create a policy development plan, then monitoring and facilitating the execution of that plan.</p>
Policy Development Plan	<p>The Policy Development Plan is a formal document that assists policy document developers to define the purpose and direction of the policy issue to be developed, including identifying Interest-Holders and their role in policy document development, from consultation to approval. A plan that includes defining the scope of the policy issue, affirming interest holders and defining their role in development, completing the environmental scan, summarizing the changes if it is change to an existing policy, developing a vetting protocol, determining the approval protocol and timelines, and indicating how the proposed policy would be operationalized.</p>
Policy Development Sponsor	The Policy Development Sponsor is a member of the University’s senior administration or a governance unit who is assigned by the Office of Administrative Responsibility to be responsible for a specific policy

	development/redevelopment activity. A member of the University's senior administration or a governance unit who assumes responsibility for a specific policy development/re-development activity. Accountabilities: a suitable development/re-development strategy and process, stakeholder involvement, mitigation of issues as required, the appropriate and effective utilization of any allocated resources, financial or otherwise, and the timely completion of activity.
Policy Documents	Policy Documents are created and approved as tools used by the University to promote certain behaviors in achieving a predefined set of goals. Policy Documents consist of one or more of Policy, Framework, Procedure, and Appendix.
Policy Standards Office	The Policy Standards Office is the administrative unit at the University responsible for the policy development process and the maintenance and publication of the Policy Documents produced thereof.
Procedure	A procedure is a description of the operational processes necessary to operationalize, and enable compliance with a University Policy.
University of Alberta Policies & Procedures Online (UAPPOL)	University of Alberta Policies & Procedures On-Line (UAPPOL) is the name of the repository in which University Policy Documents electronically reside and are accessed from. UAPPOL is the online, single source repository of University of Alberta institution-wide policies and procedures not otherwise represented in other official source publications (such as the the University of Alberta Calendar or applicable collective agreements).
University Policy	A statement outlining an expectation of behavior pertaining to certain activities or matters set out in relevant legislation (i.e. Post-Secondary Learning Act of Alberta) and approved at the University's senior levels of governance: Board of Governors and/or General Faculties Council (GFC); committees of the Board and GFC having the delegated authority to approve certain policy; and the President, President's Executive Committee (PEC), or Vice Presidents.

RELATED LINKS

No related links ~~Should a link fail, please contact uappol@ualberta.ca. [▲ Top]~~

~~[UAPPOL Vision, Principles and Definitions \(UAPPOL\)](#) - existing; for rescission; components have been incorporated into the Policy Development Policy~~

PUBLISHED PROCEDURES OF THIS POLICY

~~[UAPPOL University Policy Document Development Procedure](#)~~

~~[UAPPOL Document Information Update Procedure](#)~~ - existing; for rescission

~~[UAPPOL Document Load Procedure](#)~~ - existing; for rescission

~~[UAPPOL Documents Rescission Procedure](#)~~ - existing; for rescission

~~[UAPPOL Records Retention Requirements Procedure](#)~~ - existing; for rescission

Decision **Discussion** **Information**

ITEM OBJECTIVE: Request for Bilingual Parchment for students who complete the Francophone Practice in SLPs certificate in the Faculty of Rehabilitation Medicine

DATE	May 13, 2024
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	Provost and Vice-President (Academic)

MOTION: THAT the GFC Executive Committee approve with delegated authority the change of the parchment for the Certificate in Francophone Practice for Speech-Language Pathologists from English to Bilingual.

EXECUTIVE SUMMARY:

The Department of Communication Science Disorders in the Faculty of Rehabilitation Medicine offers a [Certificate in Francophone Practice for Speech-Language Pathologists](#), co-sponsored with Campus Saint-Jean. This certificate provides professional Speech-Language Pathologists (SLPs) with a university-level post-professional educational opportunity to acquire skills specific to working with clients who communicate in French (e.g., clients whose first language is French; clients whose first language is English but are attending French Immersion schooling). These clients typically live in Francophone and/or dual lingual communities (outside of Quebec) where French is a minority language. Certificate students are educated in dual-language and dual-cultural issues unique to this population, acquire information about normal and disordered language, and become familiar with Francophone assessment and intervention materials.

All courses offered as part of the Certificate in Francophone Practice for Speech-Language Pathologists are delivered in French. Advanced French language competency is required to enroll. Despite the bilingual nature of the certificate program, the parchment has traditionally only been available in English. Students completing the Certificate have asked for a bilingual diploma to provide to Francophone employers and/or professional associations.

SCHEDULE A:

Engagement and Routing

Approval Route:

FRM Executive Committee - March 13, 2024
FRM Council
GPST - March 25, 2024
GPS Council - April 17, 2024

GOVERNANCE OUTLINE

ITEM NO. 8

GFC Executive Committee – May 13, 2024 (Approval)

ITEM NO. 9

Decision Discussion Information

ITEM OBJECTIVE: To report on the work accomplished by the GFC Executive Subcommittee on Governance and Procedural Oversight (“**Exec GPO**”) in 2023-2024 and the tasks to be carried forward into 2024-2025.

DATE	May 13, 2024
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	General Faculties Council

EXECUTIVE SUMMARY:

Exec GPO’s work over the 2023-2024 academic year consisted of conducting the three year review of terms of reference; and continuing the work to review General Faculties Council (“**GFC**”) composition. The question of committee composition was raised by members of Exec GPO and GFC in light of proposed changes to ex officio and academic staff members leading to a recommendation to review the GFC Principles of Committee Composition. This report captures the discussion of Exec GPO and GFC to inform the work of the committee moving forward.

Background

Over the course of the 2023-2024 academic year, Exec GPO met five times and developed a new template for GFC standing committee terms of reference that ties authority to the *Post-secondary Learning Act* (“**PSLA**”). Exec GPO worked to revise three standing committee terms of reference and at the April 29, 2024 meeting of General Faculties Council, the following changes were approved:

- Revisions to the GFC Academic Planning Committee (“**APC**”) terms of reference;
- Disbanding of the Facilities Development Committee (“**FDC**”) terms of reference;
- Revisions to the GFC Committee on the Learning Environment including addition of authority from the Student Conduct Policy Committee (“**SCPC**”);
- Disbanding of SCPC; and
- Revisions to the GFC Programs Committee (“**PC**”) terms of reference.

In addition, Exec GPO discussed the remaining work to revise the GFC terms of reference concerning composition. In particular, Exec GPO discussed:

- The work of Exec GPO in 2022-2023 to review GFC Composition and the lack of consensus on how to move forward with changes to composition, the history on appointments of librarians; consultations with the Vice-Provost (Equity, Diversity and Inclusivity) and the Vice-Provost (Indigenous Programs and Research); and whether GFC should have seats for NASA, TRAS and Post-Graduate Medical Students
- The importance of the student perspective on GFC and the need to balance the size of the body with efficiency; and
- The balance of academic staff perspectives and the perception that administrators are perceived to have a power imbalance.

Exec GPO did not conclude the work to review the composition of GFC.



ITEM NO. 9

Over the course of their work to review standing committee terms of reference, Exec GPO members discussed concerns raised by members of GFC about committee composition balance. In particular, members noted:

- The difference between faculty councils and GFC and the committees formed to undertake specific work by and under those bodies.
- That the 1971 Report on the *ad hoc* Committee on Student Representation recommended that no constituent group should outnumber elected academic staff and that no constituent group should be able to carry a vote without support;
- The perception that GFC lacks authority and transparency and that there is some slippage between “*ex officio*” and constituencies in the definitions of administration;
- How the fundamental role of collegial governance is to ensure that all university decisions receive careful deliberation by all constituent parts of the university to ensure university administration has broad agreement when motions are approved;
- That Standing Committees should be constituted according to the nature and scope of the committee’s responsibilities under their Terms of Reference;
- That Committees should be small enough to be functional and that the optimal size will allow all interest groups an active voice in the committee’s deliberations while keeping it small enough to be functional; and
- The need to consider equity and representation.

The committee concluded the discussion due to lack of time but noted the need to review the GFC Principles of Committee composition to address issues of size, inclusion of relevant experts and *ex officio* members, and representation of all constituent groups.

Next Steps

This summary shall inform the work of Exec GPO in the 2024-2025 academic year.

Supporting Materials:

- [Principles of Committee Composition](#)
- [GFC Special Meeting 1971](#)



ITEM NO. 10

Decision **Discussion** **Information**

ITEM OBJECTIVE: To approve the Agenda for the General Faculties Council meeting to be held on Monday, May 27, 2024.

DATE	May 13, 2024
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	GFC Executive Committee

MOTION:

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the May 27, 2024 meeting of General Faculties Council, as set forth in Attachment 1.

EXECUTIVE SUMMARY:

The GFC Executive Committee is responsible for the approval of the agenda for all regular and special meetings of General Faculties Council, ensuring items are ready to be presented to GFC and are ordered and timed appropriately.

Supporting Materials:

Attachment 1: Draft Agenda for the General Faculties Council Meeting of May 27, 2024

Engagement and Routing

Consultation and Stakeholder Participation / Approval Route (parties who have seen the proposal and in what capacity) <[Governance Resources Section Student Participation Protocol](#)>

Those who are actively participating:

- Bill Flanagan, President and Vice-Chancellor and Chair, GFC Executive Committee
- Office of the President
- Office of the Provost and Vice-President (Academic)
- University Governance
- GFC Executive Committee

Approval Route: GFC Executive Committee – May 13, 2024 – For decision

Monday, May 27, 2024
Council Chamber, 2-100 University Hall
2:00 PM - 4:00 PM

OPENING SESSION

1. Approval of the Agenda 2:00 - 2:05 p.m. Bill Flanagan
2. Report from the President (no documents) 2:05 - 2:10 p.m. Bill Flanagan

CONSENT AGENDA 2:10 - 2:15 p.m.

[If a member has a question or feels that an item should be discussed, they should notify the Secretary to GFC, in writing, two business days or more in advance of the meeting so that the relevant expert can be invited to attend.]

3. Approval of the Open Session Minutes of April 29, 2024
4. New Members of GFC
5. Proposed Changes to Thesis Requirements for Graduate Students (GPS)

ACTION ITEMS

6. People Strategy 2:15 - 2:30 p.m. Verna Yiu
Todd Gilchrist
Motion: To Recommend Board of Governors Approval
7. University Policy Development Oversight 2:30 - 2:45 p.m. Brad Hamdon
John Lemieux
Jay Jorgensen
Motion: To Recommend Board of Governors Approval

DISCUSSION ITEMS

8. Question Period 2:45 - 3:15 p.m. Bill Flanagan
9. Equity, Diversity and Inclusion Action Plan 3:15 - 3:35 p.m. Carrie Smith
10. Space Management Policy Revisions 3:35 - 3:50 p.m. Todd Gilchrist
Ashley Bhatia
11. UniForum Service Effectiveness Survey Results 3:50 - 4:00 p.m. Todd Gilchrist
Deborah Williams

INFORMATION REPORTS

[If a member has a question about a report, or feels that a report should be discussed by GFC, they should notify the Secretary to GFC, in

writing, two business days or more in advance of the meeting so that the Committee Chair (or relevant expert) can be invited to attend.]

12. Report of the GFC Executive Committee
13. Report of the GFC Academic Planning Committee
14. Report of the GFC Programs Committee
15. Report of the GFC University Teaching Awards Committee
16. GFC Nominations and Elections
17. Information Items:
 - A. Centres and Institutes Annual Report
 - B. Annual Report to the Government of Alberta
 - C.
18. Information Forwarded to GFC Members Between Meetings
 - Notification of Materials: General Faculties Council | April 29, 2024
 -

CLOSING SESSION

19. Adjournment
 - Next Meeting of General Faculties Council: September 23, 2024

Presenter(s):

Bill Flanagan	President and Vice-Chancellor, University of Alberta
Verna Yiu	Provost and Vice-President (Academic)
Todd Gilchrist	Vice-President (University Services and Finance) and Interim Vice-President (Facilities and Operations)
Brad Hamdon	General Counsel
John Lemieux	University Secretary, University of Alberta
Jay Jorgensen	Institutional Policy Lead
Carrie Smith	Vice-Provost (Equity, Diversity, and Inclusion)
Ashley Bhatia	Associate Vice-President (Integrated Planning and Partnership)

Documentation was before members unless otherwise noted.

Meeting REGRETS to: GFC Services, ugovgfc@ualberta.ca
Prepared by: Kate Peters
University Governance www.governance.ualberta.ca



Decision **Discussion** **Information**

ITEM OBJECTIVE: Propose Changes to the Thesis Formatting Requirements for Graduate Students

DATE	May 27, 2024
TO	General Faculties Council
RESPONSIBLE PORTFOLIO	Provost and Vice-President (Academic)

MOTION: That the General Faculties Council, on the recommendation of the GFC Committee on the Learning Environment, approve the changes to the Thesis Requirements for Graduate Students as outlined, for implementation upon final approval.

EXECUTIVE SUMMARY:

The proposal is before the committee to discuss changes to the current thesis format guidelines within the calendar. These changes highlight two areas:

1. Last year's Unit Review and consistent feedback from students have made clear that the current thesis format guidelines document lacks clarity, is not user friendly, and must be replaced.
2. At the same time, we have been receiving more requests from students and supervisors in recent years to allow theses in formats other than the traditional chapter- or paper-based document. These requests have been accommodated on a case-by-case basis, which takes up valuable staff time in the absence of any established procedure or student-facing formatting guidance.

This Calendar change enables students to create theses in any format deemed acceptable by their program, supervisor, and supervisory committee, and points to two new formatting guideline documents that address calls for more clarity and ease of use.

Note: The updated guidelines are available for information, but are not part of the Calendar language changes and do not require approval.

Supporting Materials:

1. Calendar Change Request Form: Thesis Changes
2. For Info: Digital Artistic Performance Mixed Thesis Format Guidelines
3. For Info: Paper Chapter Based Thesis Format



SCHEDULE A:

Engagement and Routing

Additional Consultation:

Acting Director of Media and Technology Studies and Digital Humanities Area Coordinator, March 27, 2024

Department of Art and Design Director of Graduate Programs, April 3, 2024

Department of Music Director of Graduate Programs, April 5, 2024

Approval Route:

- GPST: March 25, 2024
- GPS Council: April 17, 2024
- CLE: April 24, 2024 (Anticipated)
- GFC: May 27, 2024 (Anticipated)

Supplementary Notes / Context from University Governance:

Faculty (& Department or Academic Unit):	Faculty of Graduate & Postdoctoral Studies
Contact Person:	Micah True (Associate Dean)
Level of change: (choose one only)	<ul style="list-style-type: none"> • Undergraduate
	<ul style="list-style-type: none"> • Graduate
Type of change request: (check all that apply)	<ul style="list-style-type: none"> • Program
	<ul style="list-style-type: none"> • Regulation
For which term is this intended to take effect?	Fall 2024 (Early Implementation Requested)
Does this proposal have corresponding course changes? (Should be submitted at the same time)	No

Rationale

Things to consider (maximum 500 words): Why is this being changed; How will it benefit students/department/unit; How is this comparable to similar programs (internal or external); Historical context; Impacts to administration or program structure; Consultation with stakeholders

Last year's Unit Review and consistent feedback from students have made clear that the current thesis format guidelines document lacks clarity, is not user friendly, and must be replaced. At the same time, we have been receiving more requests from students and supervisors in recent years to allow theses in formats other than the traditional chapter- or paper-based document. These requests have been accommodated on a case-by-case basis, which takes up valuable staff time in the absence of any established procedure or student-facing formatting guidance.

This Calendar change enables students to create theses in any format deemed acceptable by their supervisor and supervisory committee, and points to two new formatting guideline documents that address calls for more clarity and ease of use.

Note: The updated guidelines are available for information, but are not part of the Calendar language changes and do not require approval.

Calendar Copy

URL in current Calendar (or "New page")	
Current Copy: Removed language	Proposed Copy: New language

Thesis Requirements

Regulations and Outline of Responsibilities

All students in a thesis degree program must present and defend a thesis embodying the results of their research. The topic of the master's and doctoral thesis must have been approved by the student's supervisor and supervisory committee **respectively**.

Departments may set specific requirements for student theses, including requirements pertaining to traditional format theses, paper-based theses (e.g., theses consisting of published, accepted or submitted papers), and mixed format theses (combining the **traditional format and the paper-based format**). Clarity is recommended in setting departmental requirements to avoid disputes later.

For students in a master's degree program, the thesis, at a minimum, should **reveal** that the student is able to work in a scholarly manner and is acquainted with the principal works published on the subject of the thesis. As far as possible, it should be an original contribution.

A doctoral thesis, at a minimum, must embody the results of original investigations and analyses and be of such quality as to merit publication, meeting the standards of reputable scholarly publications. It must constitute a substantial contribution to the knowledge in the student's field of study.

The thesis should normally be written in English. In some departments, students may be permitted to write their thesis in a language other than English, provided that language has been approved for use by the supervisory committee, the department, and the Dean of the department's Faculty. Theses written in a language other than English must have two abstracts, one in the language of the thesis, and the other in English.

Students are responsible for following the [FGSR Minimum Thesis Formatting Requirements](#).

Thesis Requirements

Regulations and Outline of Responsibilities

All students in a thesis degree program must present and defend a thesis embodying the results of their research. The topic **and format** of the master's and doctoral thesis must have been approved by the student's supervisor and supervisory committee.

Departments may set specific requirements for student theses, including requirements pertaining to traditional format theses, paper-based theses (e.g., theses consisting of published, accepted or submitted papers), **theses composed of digital, artistic, or performance-based materials**, and mixed format theses (combining **any of the above formats**). Clarity is recommended in setting departmental requirements to avoid disputes later.

For students in a master's degree program, the thesis, at a minimum, should **demonstrate that the program's learning outcomes have been achieved and** that the student is able to work in a scholarly manner and is acquainted with the principal works published on the subject of the thesis. As far as possible, it should be an original contribution.

A doctoral thesis, at a minimum, must embody the results of original investigations and analyses. **It must demonstrate that the program's learning outcomes have been achieved** and be of such quality as to merit publication, meeting the standards of reputable scholarly publications. It must constitute a substantial contribution to the knowledge in the student's field of study.

The thesis should normally be written in English. In some departments, students may be permitted to write their thesis in a language other than English, provided that language has been approved for use by the supervisory committee, the department, and the Dean of the department's Faculty. Theses written in a language other than English must have two abstracts, one in the language of the thesis, and the other in English.

Students **who write chapter- or paper-based theses, or theses combining these two formats**, are responsible for following the [FGSR Minimum Thesis Formatting Requirements](#) <<insert new link>> **for Chapter- and Paper-Based Theses**.

<p>It is the responsibility of both the student and the supervisor(s) to be aware of any specific requirements of the student's department with respect to the student's thesis.</p>	<p>Students who prepare theses in other formats, or that combine other formats with papers or chapters, are responsible for following the FGSR Minimum Thesis Formatting Requirements for Digital, Artistic, Performance-based and Mixed-format Theses <<insert new link>>.</p> <p>It is the responsibility of both the student and the supervisor(s) to be aware of any specific requirements of the student's department with respect to the student's thesis.</p>
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Reviewed/Approved by:

<p>REQUIRED: Faculty Council (or delegate) and approval date:</p> <p>GPST: March 25, 2024 GPS Council: April 17, 2024 CLE: April 24, 2024 (Anticipated) GFC: May 27, 2024</p>
<p>OPTIONAL: Other internal faculty approving bodies, consultation groups, or departments, and approval dates.</p> <p>Acting Director of Media and Technology Studies and Digital Humanities Area Coordinator, March 27, 2024 Department of Art and Design Director of Graduate Programs, April 3, 2024 Department of Music Director of Graduate Programs, April 5, 2024</p>

GPS Minimum Formatting Requirements: Digital, Artistic, Performance-based, and Mixed-format Theses

With the approval of your supervisor and supervisory committee, you may choose to produce a thesis that is composed partly or entirely of digital, audio, video, or other materials that cannot be presented as text. Be aware that:

- It is your responsibility to ensure that all non-textual elements of your thesis are saved in one of the preferred formats appearing in the Library of Congress' most recent [Recommended Formats Statement](#).
- All non-textual elements of your thesis must be submitted to GPS with file names that match those in the List of Files described in the table below.
- Theses Canada (part of Library and Archives Canada) prohibits inclusion of personal information in a thesis. Examples include dates of birth, signatures, student numbers, home addresses, and telephone numbers.
- Discipline-specific guidelines in addition to these minimum requirements may be available from your program.
- Although your thesis may primarily use non-textual media, it must include a text-based component that consists at a minimum of a clear description of your thesis.

General Requirements for the Text-Based Component of the Thesis

- Every page except the title page must have a page number, in the same place on every page. Use lower-case roman numerals (i, ii, iii, etc.) for items 1-5 in the table below and arabic numerals (1, 2, 3, etc.) for items 6 and 7, if applicable.
- Use a single, conventional font, equivalent in size to Arial 10 pt or Times New Roman 12 pt. Choose a font that is easy to read on a screen, (eg: Georgia 11 pt, Times New Roman 12 pt, Trebuchet MS 10 pt, or Verdana 10 pt).
- Line spacing must be at least one-and-a-half spaces, except for the thesis abstract, which must be double-spaced. Single spacing may be used for long quoted passages and footnotes, if applicable (see "Additional Textual Elements," below).
- Use a consistent, discipline-appropriate style for footnotes, endnotes, or in-text references, if applicable. Check with your program or supervisor for guidance about preferred reference styles in your discipline.
- The text-based description of your thesis must be [saved in PDF/A format](#) for submission to GPS.

Elements of the Text-Based Component of your Thesis

Follow closely the guidance in the table below to format the various components of your thesis:

- ⇒ Green items are required
- ⇒ Yellow items are optional
- ⇒ Orange items may be required depending on the characteristics of your thesis
- ⇒ Items must appear in the order indicated

See Appendix for sample pages

Item	Element	Requirement
1	Title page	Make sure your title page matches the requirements shown in the Appendix.
2	Abstract	Concise summary of your thesis consisting solely of text (no images, tables, etc) and no more than 700 words. State the subject of your thesis, methods, and general conclusions. Theses written in a language other than English require abstracts in both languages. The abstract is always marked page “ii”.
3	Preface	<ul style="list-style-type: none"> ● Provide full bibliographic citations for any material in the thesis that has already been published and indicates the chapter(s) where it appears. ● Acknowledge co-authorship or research collaboration that produced any of the material in the thesis and indicate the relative contributions of all collaborators and co-authors. ● Provide details of any ethics approval you obtained for the research. ● Acknowledge use of generative artificial intelligence/Large Language Models if this has been permitted by your program and supervisory committee. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● State that the thesis consists solely of your own unpublished work.
4	Dedications or quotations	Ask your supervisor or program director if including such material is appropriate in your discipline. One page maximum.
5	Acknowledgements	Optional but recommended: acknowledge third-party funding (foundations, grant agencies, foreign countries, etc.) and the assistance of your supervisor, committee, and others. 2 pages maximum.
6	Table of Contents	Required only if your thesis includes textual elements saved in PDF/A format in addition to items 1, 2, 3, and 7. Also include every other item in this formatting guide that appears in your thesis, except the title page, in the same order as in the thesis.
7	List of Files	List items that make up your thesis, including titles and file names.
8	Additional Textual Elements	Chapters or any other textual portions of your thesis that you wish to submit in PDF/A instead of another format. Begin numbering any such pages with the Arabic numeral 1. All subsequent pages are numbered consecutively.
9	Bibliography, Works Cited, or References	Required if no other part of your thesis (e.g. a website) includes a complete list of all sources used in its preparation. Pages should be numbered consecutively, and in sequence with the item 8 above (if applicable).

GPS Minimum Formatting Requirements: Chapter- and Paper-Based Theses

General Requirements

- Every page except the title page must have a page number, in the same place on every page. Use lower-case roman numerals (i, ii, iii, etc.) for items 1-10 in the table on page 2 and Arabic numerals (1, 2, 3, etc.) for items 11-13.
- Use a single, conventional font throughout the thesis, equivalent in size to Arial 10 pt or Times New Roman 12 pt. Choose a font that is easy to read on a screen, (eg: Georgia 11 pt, Times New Roman 12 pt, Trebuchet MS 10 pt, or Verdana 10 pt).
- Line spacing must be at least one-and-a-half spaces, except for the thesis abstract, which must be double-spaced. Single spacing may be used for long quoted passages and footnotes.
- Use a consistent, discipline-appropriate style for footnotes, endnotes, or in-text references. Check with your program or supervisor for guidance about preferred reference styles in your discipline
- Theses Canada (part of Library and Archives Canada) prohibits inclusion of personal information in a thesis. Examples include dates of birth, signatures, student numbers, home addresses, and telephone numbers.
- Your thesis must be [saved in PDF/A format](#) for submission to the Faculty of Graduate and Postdoctoral Studies.
- Discipline-specific guidelines in addition to these minimum requirements may be available from your program.

Components of the Thesis

Follow closely the guidance in the table on page 2 to format the various components of your thesis:

- ⇒ Green items are required
- ⇒ Yellow items are optional
- ⇒ Orange items may be required depending on the characteristics of your thesis
- ⇒ Items must appear in the order indicated

See Appendix for sample pages.

Item	Component	Requirement
1	Title page	Make sure your title page matches the requirements shown in the Appendix.
2	Abstract	A concise summary of your thesis consisting solely of text (no images, tables, etc.) and no more than 700 words. State the subject of your thesis, methods, and general conclusions. Theses written in a language other than English require abstracts in both languages. The abstract always begins on page “ii”.
3	Preface	<ul style="list-style-type: none"> • Provide full bibliographic citations for any material in the thesis that has already been published and indicate the chapter(s) where it appears. • Acknowledge co-authorship or research collaboration that produced any of the material in the thesis and indicate the relative contributions of all collaborators and co-authors. • Provide details of any ethics approval you obtained for the research. • Acknowledge the use of generative Artificial Intelligence/Large Language Models if this has been permitted by your program and supervisory committee. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • State that the thesis consists solely of your own unpublished work.
4	Dedications or quotations	Ask your supervisor or program director if including such material is appropriate in your discipline. One page maximum.
5	Acknowledgments	Optional but recommended: acknowledge third-party funding (foundations, grant agencies, foreign governments, etc.) and the assistance of your supervisor, committee, and others. 2 pages maximum.
6	Table of contents	Include chapter headings and 2-4 levels of subheadings. Also include every other item in this formatting guide that appears in your thesis, except the title page, in the same order as in the thesis.
7	Lists: tables, figures, illustrations, videos, sound files, etc.	Include a separate list, beginning on a new page, for each kind of non-textual item appearing in the body of the thesis (one list for tables, another for illustrations, etc.). Lists can be in any order.
8	Lists of symbols or abbreviations	Ask your supervisor or program director if your thesis needs a list of symbols or abbreviations. Each list must start on a separate page.
9	Glossary of terms	Ask your supervisor or program director if this is necessary.
10	Other preliminary items	Any discipline- or thesis-specific prefatory materials not mentioned in these guidelines should be placed directly before the body of the thesis.
11	Body of the thesis	Minimum requirement: introduction, presentation of your research, and conclusion. The first page is always numbered with Arabic numeral 1. All subsequent pages are numbered consecutively.
12	Bibliography, Works Cited, or References	List all sources used for the thesis, even if individual papers in a paper-based thesis have their own lists. This list is not numbered as a chapter. Pages are numbered consecutively with the body.
13	Appendices	Supporting material that is referenced in the body of the thesis. Appendices are not numbered as chapters, and should be kept to a minimum. Pages are numbered consecutively with the Bibliography.

Decision Discussion Information

ITEM OBJECTIVE: To outline the rationale and approach for a comprehensive review and revision of the university's Space Management Policy.

DATE	May 27, 2024
TO	General Faculties Council
RESPONSIBLE PORTFOLIO	Vice-President (University Services and Finance)

Executive Summary

- A comprehensive review and revision of the university's Space Management Policy is needed to support the growth objectives outlined in Shape while ensuring optimal use of existing space.
- The revised policy will address overarching principles, scope, decision making authority, and changes in relation to space management and distribution across the university. It will also address delegated accountability for space allocation, allotment, and assignment.
- Consultations will occur across the institution from June 2024 to March 2025 and a revised policy will be brought to GFC and Board committees thereafter, ultimately requesting Board of Governors approval.

Background

- The Space Management Policy defines university space and outlines responsibilities for space management. It is a Board of Governors approved policy, originally approved in 2008, with its most recent update in 2019.
- As highlighted in the University of Alberta Operating Model 2022 update, the One University model creates the opportunity for greater consistency and improved financial and environmental sustainability in how we allocate and use infrastructure resources across the institution. This model supports the objectives outlined in Shape, including a 35 percent growth in enrolment by 2033, with commensurate growth in academic and support staff. This growth, however, must occur in a way that extracts the greatest efficiency possible out of existing space.
- The Provost and Vice-President (Academic) and the former Vice-President (Facilities and Operations) issued a Space Management - Interim Guidance Memo (February 2024) that clarifies delegation of accountability as it relates to effective space use and provides guidance for space related requests until a revised policy is approved. In the interim, the memo states that the Vice-President (Facilities and Operations) has authority over university space and that the Provost and Vice-President (Academic) has delegated the accountability to the college deans and stand-alone faculty deans for effective resource use, including space. This interim approach has been in effect for only two months so as anticipated, faculties are still working through how to best operationalize this direction within their internal processes.

Analysis/Discussion

- With the level of growth outlined in Shape there is a need for thoughtful planning in how we optimize our spaces and streamline related policies and procedures. An updated Space

ITEM NO. 10

Management Policy will enable the university to drive space optimization efforts and prepare for projected growth while operationalizing a One University model.

- A review is underway to align the policy's principles and scope with institutional strategic plans including a focus on stewardship, interdisciplinarity, equitable space distribution, and shared space use. Related policies will be reviewed for consistency, appropriateness, and relevance of integration.
- The revised policy will address overarching principles, scope, decision making authority, and changes in relation to space management and distribution across the university. It will also address delegated accountability for space allocation, allotment, and assignment. Key revisions will relate to:
 - Alignment with the new college structure and clarity of college-level authority.
 - Addressing inconsistencies across faculties and campuses, including:
 - The allocation or revocation/reallocation of space based on a demonstrated and rationalized need in alignment with the university mission.
 - Providing a foundation to inform clear space standards to ensure fairness, consistency, and transparency (e.g. what roles and/or functions are assigned space).
 - Clarity on roles, responsibilities, and authority related to space management and administration, and decision-making.
 - Updated terminology and definitions as appropriate.
 - Considerations pertaining to equity, transparency, student experience, space optimization, and reducing ecological footprint and operational costs.
- Updates to the policy that reflect the organizational and structural changes brought about by the recent academic and administrative restructuring will require minimal consultation. More in depth consultation, similar to the approach that occurred during the development of Shape and the university's People Strategy, will be required to determine the correct approach for including the new college-level authority regarding space related decisions.
- The processes and methods for managing space, such as how space is allocated to faculties and ultimately assigned to individuals, will be addressed in the accompanying procedure(s). Space standards will then be developed and implemented to further support the equitable and transparent distribution of space across the institution.

Risk Discussion/Mitigation

Revisions to the university's Space Management Policy mitigates the following risks:

- Leadership - If new ways to manage space are not consistently championed by university academic and administrative leadership, implementation of a revised policy will not succeed; equity, clarity, consistency, and transparency must be at the forefront of change.
- Enrolment management/student success/research enterprise - The university may not be able to support increased growth without changes to how space is managed; a revised policy will support the growth objectives while ensuring optimal use of existing space and taking into account student experience.
- Physical infrastructure/resource management - Failure to manage the university's space effectively and efficiently will negatively impact costs and infrastructure sustainability; revisions to policies and procedures will facilitate the optimal use of space and improve environmental and financial sustainability.

Relevant Legislation/Policy

- Post-secondary Learning Act
- Board Finance and Property Committee Terms of Reference

Next Steps

- May 2024 - Rationale and approach to GFC and Board committees
- June 2024 to March 2025 - Consultations/engagement across the institution
- April to June 2025 - Draft of revised policy to GFC, and Board committees
- June 2025 - Draft of revised policy to Board of Governors

Attachment

1. Space Management - Existing Policies and Procedures and Examples of Potential New Components

Attachment 1:

Space Management - Existing Policies and Procedures and Examples of Potential New Components

Existing policies and procedures - to be incorporated into a new Space Management Policy suite	Examples of potential new components of a revised Space Management Policy suite
<p><u>Equipment and Furnishings Asset Management Policy</u></p> <ul style="list-style-type: none"> • Furniture Repair Procedure <p><u>Facilities Floor and Room Numbering Policy</u></p> <ul style="list-style-type: none"> • Facilities Floor and Room Numbering Procedure <p><u>Lands and Buildings Security Policy</u></p> <ul style="list-style-type: none"> • Lock Changes Key Request and Key Control Procedure <p><u>Maintenance Policy</u></p> <ul style="list-style-type: none"> • Maintenance Request Procedure <p><u>Planning and Renovation of Existing Facilities Policy</u></p> <ul style="list-style-type: none"> • Demolition Procedure • Renovation Procedure <p><u>Preservation of University Facilities and Grounds Policy</u></p> <p><u>Real Property Compliance Policy</u></p> <ul style="list-style-type: none"> • Real Property Acquisition Procedure • Real Property Disposition Procedure <p><u>Real Property Proceeds Policy</u></p> <ul style="list-style-type: none"> • Real Property Proceeds Procedure <p><u>Signage Policy</u></p> <ul style="list-style-type: none"> • Posting Announcements, Notices and Banners Procedure • Posting Announcements, Notices and Banners Procedure Appendix A: Posters, Notices and Banner Guidelines <p><u>Space Management Policy</u></p> <ul style="list-style-type: none"> • Classroom Scheduling for Courses Procedure • Short Term Casual Event Booking Procedure • Space Management Procedure • Use of University Equipment by Professors Emeriti Procedure & Guideline <p><u>Schedule A: Signing Authority for Contractual Obligations on Behalf of the Board of Governors of UA</u></p>	<p>Alternative Workplace Criteria</p> <ul style="list-style-type: none"> • Supports the new approach to undertaking work at the university with an opportunity to re-evaluate policies and procedures related to remote working. <p>Space Planning Principles</p> <ul style="list-style-type: none"> • Supports long-term use and occupant well-being while maximizing the use of space as a strategic asset. <p>Leasing to External Stakeholders / Strategic Partnerships Policy</p> <ul style="list-style-type: none"> • Specifies the necessary requirements and criteria for leasing of university space to external parties. <p>Research Laboratory Utilization Principles / Procedures</p> <ul style="list-style-type: none"> • Supports efficient research laboratory utilization through assessment of research revenue, alignment of research personnel to assigned areas, and establishing shared support spaces. <p>Research Equipment and Facilities Use Principles / Procedures</p> <ul style="list-style-type: none"> • Supports sharing of equipment and related space between researchers and faculties to reduce space and infrastructure, as well as operating costs.