

General Faculties Council
Executive Committee
Approved Minutes

Monday, February 07, 2011
3-15, University Hall
2:00 pm – 4:00 pm

ATTENDEES:

Carl Amrhein – Chair (Delegate), Dru Marshall (Delegate), Gerry Kendal, James Eastham, Andrea Rawluk, Ed Blackburn, Fay Fletcher, Sandra Davidge, Ingrid Johnston, Anita Molzahn, André Plourde, Duane Szafron, Thomas L'Abbe, Garry Bodnar (Coordinator), Deborah Holloway (Scribe)

PRESENTERS AND GUESTS:

Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee
Janine Andrews, Executive Director, Museums and Collections Services/Learning Systems Enterprises (LSE)
Lorne Babiuk, Vice-President (Research)
Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)
Nick Dehod, President, University of Alberta Students' Union
Fiona Halbert, Acting Assistant Registrar (Student Awards), Office of the Registrar and Student Awards
Joanna Harrington, Associate Dean, Faculty of Graduate Studies and Research
Carrie Holstead, Policy Development and Issues Advisor, Office of the Registrar and Student Awards
Gerry Kendal, Vice-Provost and University Registrar
Joanne Olson, Associate Dean (Undergraduate Programs), Faculty of Nursing
George Pavlich, Associate Vice-President (Research)
Heather Proctor, Chair, University of Alberta Museums Policy and Planning Committee
Bill Street, Chair, GFC Undergraduate Awards and Scholarship Committee
Wendy Rodgers, Chair, REB (Research Ethics Boards) Reorganization Coordinator

OSBERVERS

Marion Haggarty-France, University Secretary
Jamie Hanlon, Public Affairs Associate (Media), Marketing and Communications

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Members agreed to the Agenda as circulated.

2. Approval of the Minutes of January 10, 2011

Materials before members are contained in the official meeting file.

Motion: Molzahn/Davidge

THAT the GFC Executive Committee approve the Minutes of January 10, 2011.

CARRIED

3. Comments from the Chair (no documents)

There were no comments.

ACTION ITEMS

4. University of Alberta Policies and Procedures Online (UAPPOL) Awards and Bursaries for Students Policy and Procedures

Materials before members are contained in the official meeting file.

Presenters: Gerry Kendal, Vice-Provost and University Registrar; Bill Street, Chair, GFC Undergraduate Awards and Scholarship Committee; Carrie Holstead, Policy Development and Issues Advisor, Office of the Registrar and Student Awards; Fiona Halbert, Acting Assistant Registrar (Student Awards), Office of the Registrar and Student Awards

Purpose of the Proposal: To recommend the proposed Awards and Bursaries for Students Policy and its related procedures to the GFC Executive Committee for inclusion in UAPPOL and to recommend the concurrent rescission of GFC Policy Manual Section 21 (Awards).

Discussion:

Professor Street introduced the item.

A discussion ensued regarding confusion between the use of the term "nominator" in both the body and the 'Definitions' section of the document before members. It was suggested that the document be clarified regarding the use of this term to mean those responsible for *selecting* as was the current practice at the University of Alberta in relation to awards and bursaries. It was also recommended that the document indicate departments, other than those previously listed, that are able to select/nominate for an award (such as the Office of the Registrar or the Office of the President). The presenters agreed to amend the document, in consultations with University Governance, ensuring that the changes are consistent with the spirit of GFC Policy Manual Section 21 which states in Section 2 - Definitions: "*NOMINATOR: A nominator must be a Faculty of the University of Alberta, a Department or some other subdivision of a Faculty, or the delegate of a Faculty or subdivision of a Faculty. It is the specific intention of this definition that a nominator must not be a person or donor external to the University of Alberta.*" Members agreed that the proposal would be acceptable if amended.

Members engaged in a brief discussion regarding which awards appear on University transcripts.

Motion: Plourde/Molzahn

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council: (a) the proposed Awards and Bursaries for Students Policy (as set forth in Attachment 1); Creation of New Awards and Bursaries for Undergraduate Students Procedure (as amended and as set forth in Attachment 2); Awards for Undergraduate Students Procedure (as set forth in Attachment 3); Bursaries for Undergraduate Students Procedure (as set forth in Attachment 4); and University Medal Requirements Procedure (as set forth in Attachment 5) (all in UAPPOL), as submitted by the Office of the Registrar and

Student Awards, all to take effect upon final approval; *and* (b) and approve the concurrent rescission of Section 21 (*Awards*) of the GFC Policy Manual, to take effect upon final approval of the (above-noted) new Policy and Procedures.

CARRIED

5. Term Limits for Deans – Proposed Changes to the Selection of Faculty Deans Procedure

Materials before members are contained in the official meeting file.

Presenters: Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee; Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

Purpose of the Proposal: Revisions have been proposed to the Selection of Faculty Deans Procedure articulating a normal two-term limit for Faculty Deans and giving the President the authority, on the recommendation of the Provost, to grant exceptions. The new proposed wording also indicates that should seeking a third term be appropriate for an incumbent Dean, as determined by the President, then review procedures will be employed in that case.

Discussion:

The Chair introduced the item, noting that following the end of the University's Mandatory Retirement provisions, which effectively put a limit on terms for Deans, the GFC Executive Committee and the Board of Governors approved an interim change to this procedure which allowed a Dean the possibility of a fourth term; this was done, however, with the informal proviso that the Selection of Faculty Deans Procedure return to the Committee for possible amendment in the Spring of 2011. The language in the existing Procedure requires that, should a Dean seek a third term, the Selection Procedure would be re-employed. As Deans are senior administrators, the term limit procedures applied to Vice-Presidential positions is recommended. Proposed changes were discussed at Deans' Council on January 19, 2011 and the Deans were supportive.

During the ensuing discussion, the presenters addressed a question expressed by a member concerning the role of the President and whether there is a requirement for consultation prior to approving a third term.

The presenters and members discussed whether the revised language implies that the possibility of a term beyond a third is precluded as no mechanism to go beyond the third term is articulated. It was noted that the existing Procedure explicitly states that "A Dean shall serve no more than four terms [.]" while the proposed revision makes no mention of a term beyond the third. It was suggested that if it was not the intent to limit the number of Decanal terms to three, then the phrase "third term" should become "subsequent terms" for the sake of clarity. Given the ambiguity of the language included in the revised Procedure, members recommended that Dr Amrhein discuss this matter with the President and, also, that the proposal should return to Deans' Council for further discussion. The proposal was, therefore, tabled by formal Motion.

Motion: Szafron/Plourde

THAT the GFC Executive Committee table proposed changes to the Selection of Faculty Deans Procedure, as submitted by the Office of the Provost and Vice-President (Academic) (and as set forth in Attachment 1), pending further consultation with the President and with Deans' Council on amendments suggested by members of the GFC Executive Committee on the occasion of the Committee's February 7, 2011 meeting.

TABLED

6. Human Research Ethics Policy (in UAPPOL) – Proposed Revisions

Materials before members are contained in the official meeting file.

Presenters: George Pavlich, Associate Vice-President (Research); Wendy Rodgers, Chair, REB (Research Ethics Boards) Reorganization Coordinator

Purpose of the Proposal: To review and recommend newly-proposed changes from the Office of the Vice-President (Research) to the previously GFC-recommended (proposed) Human Research Ethics Policy.

Discussion:

The Chair introduced the item by noting that, at its meeting of November 8, 2010, the GFC Executive Committee recommended this item to General Faculties Council and that, at its meeting of November 29, 2010, GFC had recommended the proposal to the Board Learning and Discovery Committee (BLDC). The documents have since been updated to reflect current institutional practice and the proposed structure of Research Ethics Boards, as well as requirements of the newly released Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans 2 (TCPS2).

During the ensuing discussion, the presenters addressed comments and questions expressed by members concerning the following matters: that the key consequences of the proposed changes are to provide clarity and also to be consistent with the new Tri-Council Policy Statement; and that the documents now expressly state the reporting structure for the Oversight Committee.

Motion: Johnston/Davidge

THAT the GFC Executive Committee, under delegated authority from General Faculties Council, recommend to the Board of Governors proposed changes, submitted by the Office of the Vice-President (Research), to the previously GFC-recommended (proposed) Human Ethics Research Policy (as set forth in Attachment 1), to take effect ninety (90) days following final approval of the new Policy.

CARRIED

7. Request for the Addition of a Consolidated Exam in NURS (Nursing) 409 (Faculty of Nursing)

Materials before members are contained in the official meeting file.

Presenter: Joanne Olson, Associate Dean (Undergraduate Programs), Faculty of Nursing

Purpose of the Proposal: NURS 409 (Leadership and Issues in Nursing) has multiple sections (eight in 2011) of the same course. All sections have the same course outline. The course must be delivered on different days and times because of the challenges that Nursing has in scheduling of laboratory and clinical courses. The outcome of this is:

Multiple exams are required. Because all sections of the course have the same course outline and, hence, content, the exams all test the same important concepts.

Some sections of the course write their exam one week prior to other sections in the course. This means that information about one section of an exam can be shared with students in the remaining sections. This has the potential to give a significant advantage to students who write exams later, even if those students are writing a different version of the exam.

A consolidated final exam for all students is seen as a solution in terms of ensuring fairness and consistency in the examination process.

From a Faculty perspective, a consolidated exam is fiscally responsible in that the professors have only one exam to proctor instead of multiple exams.

Discussion:

The Co-ordinator noted that the proposal must be approved by the Executive Committee of the Faculty Council; therefore the Motion will be amended appropriately.

Dr Olson presented the item, noting that the intent would be to consolidate multiple course section examinations into one examination.

Mr Kendal reported that the Faculty of Nursing had consulted with the Office of the Registrar and Student Awards and that the proposal had the support of his Office.

Motion: Kendal/Molzahn

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the request for a proposed Consolidated Final Examination for NURS (Nursing) 409, as submitted by the Faculty of Nursing, to take effect 2011-2012, pending approval by the Executive Committee of the Faculty of Nursing Council.

CARRIED

8. Proposed Changes to Research Policies (Section 96.1.5 (Withholding of Thesis) of the GFC Policy Manual)

Materials before members are contained in the official meeting file.

Presenters: Joanne Harrington, Associate Dean, Faculty of Graduate Studies and Research

Purpose of the Proposal: The Faculty of Graduate Studies and Research (FGSR) wishes to propose amendments to GFC Policy Manual Section 96.1.5 concerning the "Withholding of Thesis." The proposed amendments do not entail a substantive change to existing policy. The proposed amendments also reflect the views of FGSR Council, as demonstrated through the adoption by a vote of 32:1 on January 19, 2011 of similar changes to the FGSR Graduate Program Manual with respect to the process for making a request to limit public access to a thesis.

Discussion:

Dr Harrington presented the item, noting that the proposal addresses a matter of efficiency and does not represent a change of policy. She reported that Departments face difficulty in obtaining signatures from every member of a final examination committee when a circumstance requires a graduate student to seek to restrict public access to a thesis for a period of time.

Motion: Molzahn/Davidge

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed revisions to the Research Policies section of the GFC Policy Manual, specifically Section 96.1.5 (Withholding of Thesis), as submitted by the Faculty of Graduate Studies and Research (and as set forth in Attachment 1), to take effect upon final approval.

CARRIED

9. Draft Agenda for the March 21, 2011 Meeting of General Faculties Council (GFC) (to be distributed)

Materials before members are contained in the official meeting file.

Presenter: Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee

Discussion:

The Chair presented the draft agenda for the above-noted meeting of General Faculties Council, adding that additional items would be added to the Agenda for the consideration of GFC Executive Committee members at its meeting to be held on March 7, 2011.

The Chair noted that there had been some criticism regarding the GFC Executive Committee's cancellation of the January 31, 2011 GFC meeting. He stated there was some misunderstanding regarding those issues that were within GFC's purview and the ability of the GFC Executive Committee to make decisions under Council's delegations of authority. The Chair pointed to several issues where questions had been posed regarding why they were not placed on a GFC agenda. Examples of issues outside of GFC's purview included: the University's position regarding negotiations with the Association of Academic Staff: University of Alberta (AASUA) and the Canadian Association of University Teachers' (CAUT's) *ad hoc* committee's investigation into human resource-related matters in the Faculty of Medicine and Dentistry. Additionally, he noted the assessment and grading report on which Provost's Fellow R Luth was working is not yet ready to proceed to GFC; the issue regarding grading within the Department of Mathematical and Statistical Sciences is a confidential human resources matter; and, while the donations of the Mattheis Ranch lands and the Mactaggart's gift of their family home, "Soaring" and its surrounding grounds, could have been addressed at a GFC meeting, many of the questions posed regarding these lands/facilities had already been addressed by the Administration in a number of public forums.

DISCUSSION ITEMS

10. Fall Term Reading Week Proposal

Materials before members are contained in the official meeting file.

Presenters: Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee; Nick Dehod, President, University of Alberta Students' Union

Purpose of the Proposal: To discuss the challenges and elicit suggestions on the Students' Union's (SU's) Fall Term Reading Week Proposal.

Discussion:

Mr Dehod introduced the item, noting that the Students' Union, in considering the possible introduction of a Fall Term Reading Week, was very much aware of the increases in requests for assistance at Student Counselling Services in the latter part of the Term; he added that the University has taken a number of steps to assist students including an increase in the frequency and quality of programming to address mental health issues and the development of the Helping Individuals at Risk Policy and Procedures. The proposal would require that Fall Term classes begin on the Wednesday before Labour Day with the Fall Reading Week being the week into which Remembrance Day falls. The timing of the proposed Reading Week may be opportune as a follow-up to Fall Orientation. Mr Dehod reported that the Students' Union had worked closely with the Office of the Registrar and Student Awards and others to understand the challenges this proposal might pose. These potential challenges are outlined in the document before

members. He concluded his remarks by indicating a plebiscite question on whether or not there is support for a Fall Term Reading Week will go before the undergraduate student body in March, 2011.

During the ensuing discussion, the presenter addressed comments and questions expressed by members concerning the following matters: whether statistics are available from institutions where a Fall Reading Week is in place regarding a decrease in suicides; whether the timing of the proposed Reading Week is too late in the Term; that graduate students engaged in teaching often already return early and there may be objection to an even earlier return; the reasons surrounding the principle of preserving 63 instructional days in the Fall Term; and whether institutions where a Fall Break is in place also have a Winter/Spring break.

11. Academic Plan – Dare to Deliver 2011-2015

Materials before members are contained in the official meeting file.

Presenters: Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee; Lorne Babiuk, Vice-President (Research)

Purpose of the Proposal: To discuss the draft Academic Plan, Dare to Deliver 2011-2015. After the consultative phase is completed, the intention is to move to obtaining final approval of the document which will then serve as the University of Alberta's Academic Plan from July 1, 2011 to June 30, 2015.

Discussion:

The Chair introduced the item, noting that the Academic Plan team had recently received some editorial comments and suggestions that were now reflected in the document before members. He requested feedback from members of the GFC Executive Committee.

Mr Eastham reported that the Students' Union was pleased to see that the word "office" had been added to the phrase (bullet 1, page 7 of 15) "undergraduate research" to now read "undergraduate research office." He noted an ongoing concern he had previously discussed with the Provost regarding the omission of reference in the Plan to curriculum reform, pointing to the section entitled "Attributes and Competencies Upon Graduation" on page 7 of 15 (bullet 2). Dr Amrhein suggested that it might be possible to add to this bullet a suggestive, rather than directive, statement along the lines of "We recognize that each Faculty will best decide how to move in this direction and that this may involve curriculum reform." Dr Babiuk indicated his support for the concept, but noted that care regarding word choice would be important. In response to a question from Dr Amrhein regarding how a Dean might receive such a statement, Dean Molzahn indicated that she felt it likely that Deans would find this acceptable. Mr Eastham also supported the concept, adding that the real value lies in Faculties thinking through what it is they are teaching and why.

Ms Rawluk noted that the Graduate Students' Association (GSA) is very pleased with the Plan but would appreciate a more explicit statement regarding student wellness. It was noted this had been discussed in some detail at the last meeting of the GFC Committee on the Learning Environment (CLE).

During the ensuing discussion, the presenters addressed comments and questions expressed by members concerning the following matters: a member remarked on what was viewed as the too-prevalent use of the word "great" (as in "great university") and suggested the use of additional adjectives in the document might be warranted to provide for some variety therein; a suggestion that this version of the Academic Plan be sent to the Chancellor, as the Senate had seen a much earlier version; and a general consensus that this version of the Academic Plan is very readable and, generally, a very good document.

12. University of Alberta Museums Annual Report to General Faculties Council (GFC) for the Period July

1, 2009 – June 30, 2010

Materials before members are contained in the official meeting file.

Presenters: Janine Andrews, Executive Director, Museums and Collections Services/Learning Systems Enterprises (LSE); Heather Proctor, Chair, University of Alberta Museums Policy and Planning Committee

Purpose of the Proposal: For discussion/information; and to file an annual report, as requested, with General Faculties Council.

Discussion:

Professor Proctor introduced the report, highlighting the following items: all University of Alberta Museums' collections were reviewed and assessed to determine their compliance with basic museum practice; the ongoing challenges regarding identifying funding support for facilities and maintenance; the 25th Anniversary of the 'Friends of the University of Alberta Museums' and their establishment, together with the University of Alberta, of a full-time summer internship that commenced in 2010.

13. Cheer Songs at the University of Alberta

Presenter: Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee

Purpose of the Proposal: For discussion/information.

Discussion:

The Chair presented the item, noting that the bilingual version of "Je te retrouve (I Remember You)" was adopted at the November 3, 2008 meeting of GFC Executive Committee as the official song of the University of Alberta's Centenary, with an agreement that the item would return to GFC Executive Committee for consideration of it as an official University song, taking its place alongside the U of A Cheer Song.

At this point in the meeting, the Coordinator played a video of the University of Alberta Mixed Chorus performing "Je te retrouve" at Edmonton's Winspear Centre in the Fall of 2008.

During the ensuing discussion, the presenter addressed comments and questions expressed by members concerning the following matters: whether the Cheer Song or "Je te retrouve" is being performed at Convocation; if there is to be consideration of adopting an "official" University Song, whether there is merit in holding a competition; whether the option remains for "Je te retrouve" to retain its standing as Centenary Song with no need to award it additional official status; whether any consideration had been given to adding an Aboriginal language-version of either song; that there had been a challenge to the musical merit of the piece; and whether the Cheer Song is an official, legislated University song.

The Chair and the Coordinator of GFC Executive Committee agreed to gather more information regarding the status of the Cheer Song and to consult appropriately regarding whether or not an official University song is desired and, if so, whether a committee, with terms of reference, should be struck to investigate and make recommendations to GFC Executive Committee.

14. Question Period

There were no questions.

INFORMATION ITEMS

15. Items Approved by the GFC Executive Committee by E-Mail Ballots

There were no items.

16. Information Items Forwarded to Committee Members Between Meetings

Approved Motions and Final Documents from the GFC Undergraduate Awards and Scholarship Committee (UASC) Meeting of January 18, 2011 (E-Mailed to Members on February 2, 2011)

CLOSING SESSION

17. Adjournment

The Chair adjourned the meeting at 4:00 pm.