

General Faculties Council
Executive Committee
Approved Minutes

Monday, October 03, 2011
3-15, UHALL
2:00 pm – 4:00 pm

ATTENDEES:

Colleen Skidmore – Acting Chair (Delegate), Gerry Kendal, Emerson Csorba, Nima Yousefi Moghaddam, Ed Blackburn, Lee Livingstone, Ingrid Johnston, Chris de Gara, Anita Molzahn, Duncan Saunders, Jonathan Veinot, Thomas L'Abbe, Garry Bodnar (Coordinator and Scribe)

PRESENTERS AND GUESTS:

Janine Andrews, Executive Director, Museums and Collections Services
Garry Bodnar, Director of General Faculties Council Services and Secretary to General Faculties Council (and Coordinator, GFC Executive Committee and GFC Campus Law Review Committee)
Chris Hackett, Discipline Officer, Office of Student Judicial Affairs
Gerry Kendal, Vice-Provost and University Registrar
Heather Proctor, Chair, University of Alberta Museums Policy and Planning Committee and Professor and Associate Chair (Research), Department of Biological Sciences
Yves Sauvé, Assistant Professor, Department of Ophthalmology, Faculty of Medicine and Dentistry
Pat Schultz, Associate Registrar and Director of Enrolment Management, Office of the Registrar
Colleen Skidmore, Vice-Provost and Associate Vice-President (Academic) and Acting Chair, GFC Executive Committee
Anna Vocioni, Assistant Registrar (Examinations and Timetabling), Office of the Registrar

OBSERVER:

Marion Haggarty-France, University Secretary

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Moghaddam/Molzahn

THAT the GFC Executive Committee approve the Agenda.
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CARRIED

2. Approval of the Minutes of August 29, 2011

Materials before members are contained in the official meeting file.

Motion: Blackburn/Moghaddam

THAT the GFC Executive Committee approve the Minutes of August 29, 2011.

CARRIED

3. Comments from the Chair (no documents)

The Chair commented on a number of items of interest to members.

ACTION ITEMS

4. 2012 – 2013 Academic Schedule

Materials before members are contained in the official meeting file.

Presenters: Gerry Kendal, Vice-Provost and University Registrar; Anna Vocioni, Assistant Registrar (Examinations and Timetabling), Office of the Registrar

Purpose of the Proposal: To provide deadline dates for the 2012 – 2013 Academic Year.

Discussion:

Mr Kendal presented this annual item of business to members. He noted the purpose of the proposal before members was to formally establish deadline dates for the 2012 – 2013 Academic Year to be published in the 2012 – 2013 *University Calendar* (the dates of the Academic Schedule run from July 1, 2012 – June 30, 2013). He stated that drafts of this Academic Schedule had been circulated widely to the University community for the first time this year in an electronic format—there had been no negative feedback with regard to this manner of circulation. In turn, Mr Kendal walked members through the documentation before them, noting two minor editorial revisions to the Academic Schedule itself. (These revisions were regarded by members as ‘friendly amendments’ to the Schedule.)

During the ensuing discussion, the Mr Kendal addressed questions and comments from members including, but not limited to, the following: a member queried the number of evening classes in Term I (Fall Term) (11) *versus* the number of evening classes in Term II (Winter Term) (14) and the effect of this discrepancy on both instructors and students.

Motion: Molzahn/Kendal

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Academic Schedule for 2012 – 2013 (submitted by the Vice-Provost and University Registrar and as set forth in Attachment 4), as amended, and, in doing so, empower the Registrar to make any editorial changes as needed as long as the changes do not have the force of policy, to be effective upon final approval.

CARRIED

5. Draft Agenda for the October 31, 2011 Meeting of General Faculties Council (GFC) (to be distributed)

Materials before members are contained in the official meeting file.

Presenter: Colleen Skidmore, Vice-Provost and Associate Vice-President (Academic) and Acting Chair, GFC Executive Committee

Discussion:

Members discussed the request from the President of the Students' Union, Mr Rory Tighe, to add to the Agenda for the October 31, 2011 meeting of General Faculties Council (GFC) a presentation he would deliver on behalf of the Students' Union (SU) centring on its strategic plan and goals. There was some discussion, as well, on whether or not the Graduate Students' Association (GSA) would be prepared to deliver at this meeting a similar presentation. [Subsequent to the meeting, the GSA confirmed it was not ready, at this time, to present at the October 31 GFC meeting but would be prepared to do so at GFC's November 28 meeting.]

Members queried the nature of the presentation to be delivered by Dr Gwyn Morgan. Dr Skidmore and the GFC Executive Committee Coordinator, Mr Garry Bodnar, indicated they did not have detail at this time on the content of Dr Morgan's presentation but, once the information had been attained, this would be shared in turn with members of the Committee. [Subsequent to the meeting, Mr Bodnar was able to provide to members information regarding the content of the presentation to be delivered by Dr Morgan to GFC on the occasion of Council's October 31 meeting.]

Members agreed to the addition of Mr Tighe's presentation to the Agenda for the October 31 meeting of GFC. Mr Csorba agreed to ask Mr Tighe to prepare a brief outline of the presentation he anticipated delivering to GFC and to share this, in turn, with the Provost and Vice-President (Academic), Dr Carl Amrhein, for his information.

Motion: L'Abbe/Csorba

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the draft Agenda, as amended, for the October 31, 2011 meeting of General Faculties Council (GFC).
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CARRIED

5A. Appointment of Professor Steven Penney as Chair of the GFC Campus Law Review Committee (CLRC)

Materials before members are contained in the official meeting file.

Presenter: Garry Bodnar, Director of General Faculties Council Services and Secretary to General Faculties Council (and Coordinator, GFC Executive Committee and GFC Campus Law Review Committee)

Purpose of the Proposal: To appoint the Chair of GFC Campus Law Review Committee (CLRC).

Discussion:

Mr Bodnar introduced the item. He noted that Professor Heidi Julien, recent Past-Chair of GFC CLRC, had taken a position at the University of Alabama in the Spring of 2011, thereby vacating her position as Chair of this GFC standing committee. With her departure, it was necessary to seek a replacement. Professor Steven Penney (Faculty of Law) had served as a GFC-elected faculty member on this committee for the past two academic years (ie, 2009-2011, with his current term concluding on June 30, 2012). Professor Penney has agreed to serve as Chair (if appointed) until the end of his current term on GFC CLRC; his appointment would provide strong continuity for the Committee given his part service on this legislative body.

There was no discussion.

Motion: Blackburn/Veinot

THAT the GFC Executive Committee appoint under delegated authority from General Faculties Council Professor Steven Penney to the position of Chair of the GFC Campus Law Review Committee (CLRC) for a term beginning (retroactively) July 1, 2011 and ending June 30, 2012.

CARRIED

DISCUSSION ITEMS

6. University of Alberta Museums Annual Report to General Faculties Council (GFC) for the Period July 1, 2010 – June 30, 2011

Materials before members are contained in the official meeting file.

Presenters: Janine Andrews, Executive Director, Museums and Collections Services; Heather Proctor, Chair, University of Alberta Museums Policy and Planning Committee and Professor and Associate Chair (Research), Department of Biological Sciences

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

Discussion:

Ms Andrews introduced the report, highlighting the following items: one of the key activities over the reporting period for Museums and Collection Services (MACS) had been a number of discussions on policy-related matters; there had not been a significant amount of planning over the reporting period; at the current time, emergency preparedness planning and risk and needs assessments are being carried out. Ms Andrews commented that, for MACS, the three major risks faced involved the potential impact of fire, water, and human interventions.

During the ensuing discussion, the presenters addressed questions and comments from members including, but not limited to, the following: the nature of the relationship between MACS and the Development Office (eg, whether or not there was a 'devoted' relationship between the two units; whether or not MACS availed itself of all opportunities for advancement; etc); and whether or not there were student representatives on the two committees mentioned within the Annual Report (ie, the Art Acquisitions Committee and the University of Alberta Museums Policy and Planning Committee) and the manner in which these committee were replenished. On this final point, Ms Andrews indicated she would welcome further discussion with the student associations on student representation on the aforementioned committees.

7. Annual Report on Enrolment from the Vice-Provost and University Registrar

Materials before members are contained in the official meeting file.

Presenters: Gerry Kendal, Vice-Provost and University Registrar; Pat Schultz, Associate Registrar and Director of Enrolment Management, Office of the Registrar

Purpose of the Proposal: Annual reporting of admission averages, targets and enrolment by Faculty, as required by GFC policy. In addition to reporting on the 2010-2011 period, the Office of the Registrar also has submitted reports past due for the 2007-2008, 2008-2009, and 2009-2010 periods.

Discussion:

Mr Kendal introduced the above-noted reports to members by stating the reporting of enrolment numbers to GFC and the Board of Governors was intended to be an annual event; he noted that his Office had undertaken to provide in this annual reporting cycle reports on periods previously missed and would ensure that this reporting was, in fact, carried out on an annual basis. In turn, he spoke to each of the reports contained in the material before members, highlighting various elements included therein. Upon completing his review of the reports, he entertained questions from members.

During the ensuing discussion, the presenters addressed questions and comments from members regarding the following matters: whether or not there were statistics on the number of University of Alberta undergraduate students who go on to pursue graduate studies at this institution; whether or not the 'Minimum Admission Average/Transfer [Applicants]' includes University of Alberta students transferring between programs; how students with work permits were reported in the statistics before members; whether or not the declining number of graduate students who are Canadian citizens, as detailed in the 'Enrolment by Citizenship' Report (Attachment 5), was unique to the University of Alberta or was a Canadian trend; the steady growth in the institution's international student cohorts; the appearance of static numbers around Aboriginal student enrolment and whether or not there was some growth with regard to this cohort; recognition that certain Faculties, such as Augustana Faculty and the Faculties of Education and Native Studies, appear to be doing well with their Aboriginal student enrolment numbers while other Faculties appear to be under enrolled; and whether or not we have figures on the number of Aboriginal students at this institution who were completing their degree programs and graduating.

8. Academic Integrity Task Force Report

Materials before members are contained in the official meeting file.

Presenters: Chris Hackett, Discipline Officer, Office of Student Judicial Affairs; Yves Sauvé, Assistant Professor, Department of Ophthalmology, Faculty of Medicine and Dentistry

Purpose of the Proposal: To provide the report and recommendations made by the Academic Integrity Task Force, based on responses to the Academic Integrity Survey of October/November, 2010. The hope is to begin a discussion on the various recommendations made by the Task Force, as contained in their report.

Discussion:

Mr Hackett introduced the Academic Integrity Task Force Report to members. He spoke to the background that had led to the work undertaken by the Task Force; the logistics associated with conducting the Academic Integrity Survey over the past year; the extensive consultative process employed to provide for the gathering of data from all institutional stakeholders in order to support both the Survey and the resulting report; the final results attained, based on the Survey, and the means by which this allows the University of Alberta to compare itself to other post-secondary institutions nationally; and the recommendations, as set out in the Report, that grew out of the Survey results. He noted that three major institutional risks had been identified by the Task Force, based on the Survey findings: the alienation students and staff felt from the University's discipline system and the fundamental lack of understanding they had of what was involved in this system; the need for better educative processes on discipline-related matters for both students and staff; and the considerable impact of technology on academic integrity issues.

Professor Sauvé clarified for members the Task Force's intention behind Recommendation #9. He indicated that a recent article in *The Gateway* had suggested the Task Force was recommending the University adopt the electronic detection resource 'turnitin.com'—this was not the case, he said, but instead

members felt that careful, systematic review of these types of resources should be carried out before any decisions were made to either employ or not employ them. He noted, as well, that Survey results indicated that very few people were aware of the annual publication of institutional discipline statistics that appeared in *The Gateway*, thereby undermining their usefulness; and he spoke strongly in favour of Recommendation #3 which calls for the establishment by the University of an Academic Integrity Council.

During the ensuing discussion, the presenters addressed questions and comments from members including, but not limited to, the following: there was strong student support for Recommendation #3 and some support for Recommendation #10, as long as there was appropriate buy-in from instructors; there was little student support for Recommendation #9, as this sets out a course of action seen as reactive rather than proactive in nature; the need for greater dialogue between students and instructors on the importance of academic integrity and the disciplinary consequences for those students who engage in academic dishonesty; the potential problems associated with allowing instructors the discretion to deal directly with minor, first-time violations of the Code of Student Behaviour (Recommendation #10); the need to engage faculty members directly in discussion on the recommendations contained with the Task Forces' Report; clarification was sought on the meaning of Recommendation #8, how the data produced would be deployed and what possible ends this deployment would serve, the nature of the reports generated, and how this reporting, generally, could be done better than is currently the case; the possible increase in the number of cases of academic dishonesty reported due to increased awareness; and the need for positive educative processes to be implemented on and around the theme of academic integrity to ensure substantial buy-in from both students and staff.

Mr Hackett thanked members for their comments and indicated he would welcome any additional feedback they may have on the Task Force's findings.

9. Waiver of Advertising Requirements: Report to General Faculties Council

Materials before members are contained in the official meeting file.

Presenter: Colleen Skidmore, Vice-Provost and Associate Vice-President (Academic) and Acting Chair, GFC Executive Committee

Purpose of the Proposal: For discussion/information.

Discussion:

The Acting Chair introduced the item noting that the 'Waiver of Advertising' was a required report to General Faculties Council (GFC).

There was no discussion.

10. Question Period

There were no questions.

INFORMATION ITEMS

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

Additional 'Discussion Item' for the September 19, 2011 GFC Meeting (E-Mailed to Members on September 7, 2011)

12. Information Items Forwarded to Committee Members Between Meetings

There were no items.

CLOSING SESSION

13. Adjournment

The Chair adjourned the meeting at 3:30 pm.