



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

General Faculties Council
Executive Committee
Approved Open Session Minutes

Monday, March 05, 2012
3-15, UHALL
2:00 PM – 4:00 PM

ATTENDEES:

Voting Members:

| | |
|--------------------------------|---|
| Colleen Skidmore (Delegate) | Provost and Vice-President (Academic) and Acting Chair, GFC Executive Committee |
| Gerry Kendal | Vice-Provost and University Registrar |
| Emerson Csorba | Students' Union Vice-President (Academic) |
| Nima Yousefi Moghaddam | Graduate Student Association Vice-President (Academic) |
| Ed Blackburn | Academic Staff, Member of GFC |
| Lise Gotell | Academic Staff, Member of GFC |
| Ingrid Johnston | Academic Staff, Member of GFC |
| Chris de Gara | Academic Staff, Member of GFC |
| Anita Molzahn | Academic Staff, Member of GFC |
| Thomas L'Abbe | Elected Undergraduate Student |

Presenters:

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| Phyllis Clark | Vice-President (Finance and Administration) |
| Pat Clements | Chair, GFC 44 Working Group, and Former Dean, Faculty of Arts |
| Margaret-Ann Armour | Associate Dean (Diversity), Faculty of Science |
| Sandra Kereliuk | Senior Administrative Officer, Office of the Vice-President (Finance and Administration) |
| Wade King | Advisor, Office of Safe Disclosure and Human Rights |
| Susan Main | Programs Manager, Special Sessions, Office of the Registrar |
| Carrie Holstead | Policy Development and Issues Advisor, Office of the Registrar |
| Reg Cardinal | Assistant Dean, Faculty of Native Studies |
| Lana Sinclair | Executive Assistant to the Interim Dean, Faculty of Native Studies |
| Jonathan Schaeffer | Vice-Provost and Associate Vice-President (Information Technology) |
| Rory Tighe | President, Students' Union |

Staff:

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|---------------|--------------------------------------|
| Garry Bodnar | Coordinator, GFC Executive Committee |
| Emily Paulsen | Scribe |

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Molzahn/de Gara

THAT the GFC Executive Committee approve the Agenda.

CARRIED

2. Approval of the Open Session Minutes of February 6, 2012

Materials before members are contained in the official meeting file.

A member requested an amendment to the Minutes regarding language used to describe the Occupy Edmonton movement (Minute 8).

Motion: Blackburn/de Gara

THAT the GFC Executive Committee approve the Minutes of February 6, 2012, as amended.

CARRIED

3. Comments from the Chair

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

3.1 Guest Speakers at General Faculties Council Meetings – Update

Dr Skidmore informed members that the issue of guest speakers at meetings of General Faculties Council (GFC) would be held in abeyance until Provost and Vice-President (Academic) Amrhein's return from sabbatical to ensure that this sensitive proposition is handled as carefully as possible and as to avoid burdening the Acting Provost.

ACTION ITEMS

4. Discrimination, Harassment and Duty to Accommodate Policy Suite (in UAPPOL)

Materials before members are contained in the official meeting file.

Presenters: Phyllis Clark, Vice-President (Finance and Administration); Pat Clements, Chair, GFC 44 Working Group, and Former Dean, Faculty of Arts; Margaret-Ann Armour, Associate Dean (Diversity), Faculty of Science; Sandra Kereliuk, Senior Administrative Officer, Office of the Vice-President (Finance and Administration); Wade King, Advisor, Office of Safe Disclosure and Human Rights

Purpose of the Proposal: To recommend to GFC approval of the proposed Discrimination, Harassment and Duty to Accommodate Policy Suite and to receive for information the related documents. Major changes to existing University policy include:

1. Clarity. The policy:
 - a. clearly outlines discrimination, harassment, and duty to accommodate
 - b. outlines responsibilities in this area of all members of the University community; and
 - c. provides information on offices and resources provided by the University.
2. Definitions. The definitions have been revised, clarified, and made consistent with current language used by most agreements and recognized by law. The definition for harassment has been

- expanded to include bullying, sexual harassment, and racial harassment. Additional definitions have also been included for “respectful environment”, “informal resolution,” and “formal resolution”.
3. Language. First, the language has been revised to ensure compliance with the law. For example, the original policy distinguished between “direct discrimination” and “indirect.” That distinction no longer exists in law. Second, language was used, as much as possible, that was readily comprehensible to the University community, educational, and concise.
 4. Procedures. Separate procedures for staff and students have been drafted and include information on both informal and formal resolutions (as appropriate). (The formal procedures are set out in the faculty and staff agreements and the Code of Student Behaviour.)
 5. A proposed Letter of Understanding (LoU) on cross-jurisdictional complaints (involving NASA (Non-Academic Staff Association) and AASUA (Association of Academic Staff – University of Alberta) members) has been drafted by representatives of NASA, AASUA, and central administration. Work is proceeding to formally sign off on this LoU. If this occurs, this process will be recommended by NASA and AASUA to its members as a way of working to deal with complaints.
 6. Organizational Updates – The Office of Safe Disclosure and Human Rights has been added as the initial point of contact for advice, concerns, and assistance.

Discussion:

Vice-President Clark introduced the proposed Discrimination, Harassment and Duty to Accommodate Policy Suite to members; she referred to the major changes to existing institutional policy and procedure that would allow more transparency and greater ease in finding solutions. Dr Clements, in turn, emphasized the importance of this work, which has a strong sense of legal and ethical obligations. Dr Armour explained to members that the document is an important philosophical piece for the academy, serving to outline the high standards of behaviour expected for and from the University community.

During the ensuing discussion, the presenters addressed a number of questions and comments including: defining “reasonably” as contained within the definition of “harassment;” how Attachment 5 (Examples of Accommodation Measures) integrates with the proposed policy statement; clarity on defining roles and responsibilities; proper implementation to ensure appropriate interpretation; the necessity to ensure the resources were in place to support the staff require to carry out the policy and procedures; and the specific inclusion of the offices of the Deans in the list of resources for assistance with informal resolution.

Motion: Molzahn/Gotell

THAT the GFC Executive Committee recommend to General Faculties Council the proposed Discrimination, Harassment and Duty to Accommodate Policy Suite, as submitted by the Office of the Vice-President (Finance and Administration) and as set forth in Attachments 1, 2, 3, and 4, as amended, and the (proposed) concurrent rescission of GFC Policy Manual Section 44 (Discrimination and Harassment Policy and Procedures and the University of Alberta Reasonable Accommodation Policy), all to take effect upon final approval.

CARRIED

5. Rescission of GFC Policy Manual Section 67 – Intersession and Off-Campus Credit Programs

Materials before members are contained in the official meeting file.

Presenter: Gerry Kendal, Vice-Provost and University Registrar; Susan Main, Programs Manager, Special Sessions, Office of the Registrar; Carrie Holstead, Policy Development and Issues Advisor, Office of the Registrar

Purpose of the Proposal: To rescind Section 67 of the GFC Policy Manual (Intersession and Off-Campus Credit Programs).

Discussion:

Mr Kendal explained to members that Section 67 (Intersession and Off-Campus Credit Programs) of the GFC Policy Manual was appropriately set out at the time the policy contained therein was established but that a number of groups have observed that, currently, the issues addressed in this section are now either redundant, inappropriate, or outdated. He added that this rescission is a continuing effort to decommission the GFC Policy Manual, with the move of all institutional policy and procedure into the UAPPOL (University of Alberta Policies and Procedures On Line) environment.

Motion: Blackburn/Molzahn

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the rescission of Section 67 of the GFC Policy Manual – Intersession and Off-Campus Credit Programs – as submitted by the Office of the Registrar, to take effect upon final approval.

CARRIED

6. Faculty of Native Studies Council Composition Amendments

Materials before members are contained in the official meeting file.

Presenters: Reg Cardinal, Assistant Dean, Faculty of Native Studies; Lana Sinclair, Executive Assistant to the Interim Dean, Faculty of Native Studies

Purpose of the Proposal: To include a graduate student and other faculty members into the regular membership of the Faculty Council composition and to update the wording to reflect the change from a School of Native Studies to a Faculty of Native Studies.

Discussion:

Mr Cardinal explained to members that the amendments to the composition of the Council of the Faculty of Native Studies include the addition of a student representative from the Faculty's graduate program, adding joint appointments, and revising terminology. He indicated that the changes are consistent with the memberships of other Faculty councils at the University of Alberta.

Members commented on the selection of the student representatives and the workload of joint appointments.

Motion: Moghaddam/Johnston

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, a proposal to revised the composition of the Faculty of Native Studies Council, as submitted by the Faculty of Native Studies and as set forth in Attachment 1, to take effect upon final approval.

CARRIED

7. University Encryption Procedure (in UAPPOL)

Materials before members are contained in the official meeting file.

Presenters: Jonathan Schaeffer, Vice-Provost and Associate Vice-President (Information Technology)

Purpose of the Proposal: This procedure provides the institutional standard for encryption of mobile devices that store the University's sensitive information and fills and mitigates against a current gap and exposure within the University by creating and deploying a University-wide encryption standard that is needed to fulfill our responsibility to adequately safeguard University information.

Discussion:

Dr Schaeffer explained to members that sensitive information is being accessed on portable devices such as laptops, tablets, and smartphones without the necessary encryption protocols in place. He emphasized how critical it is that this University-related/owned information be protected and remain confidential. He noted that all equipment, whether personal or University owned, that contains sensitive information must be encrypted to comply with the demands of the Provincial Auditor General and the Privacy Commissioner.

Members commented on and questioned a number of items including: remote access; the process of encryption; encryption's effect on electronic devices; backing up data after encryption; resources for facilitating the change; and the specific encryption packages to be deployed on devices.

Motion: Blackburn/Csorba

THAT the GFC Executive Committee recommend to General Faculties Council the proposed University Encryption Procedure (in UAPPOL), as submitted by the Office of the Provost and Vice-President (Academic) and as set forth in Attachment 1, to take effect upon final approval.

CARRIED

8. Appointment of Professor Elisabeth Le as Vice-Chair of the GFC Facilities Development Committee (FDC)

Materials before members are contained in the official meeting file.

Presenter: Colleen Skidmore, Provost and Vice-President (Academic)

Purpose of the Proposal: To appoint the Vice-Chair of GFC FDC.

Discussion:

Dr Skidmore explained that, traditionally, the GFC Facilities Development Committee (FDC) has not had a Vice-Chair but the benefits of such an appointment have been seen on other GFC standing committees. She added that Professor Le's term would begin immediately, if she is appointed as the Committee's Vice-Chair.

There was no discussion.

Motion: Molzahn/Moghaddam

THAT the GFC Executive Committee appoint, under delegated authority from General Faculties Council, Professor Elisabeth Le to the position of Vice-Chair of the GFC Facilities Development Committee (FDC) for a term beginning immediately (upon approval) and ending June 30, 2013.

CARRIED

9. Draft Agenda for the March 19, 2012 Meeting of General Faculties Council (GFC)

Materials before members are contained in the official meeting file.

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

Purpose of the Proposal: To consider the order of items on the draft Agenda for the General Faculties Council (GFC) meeting of March 19, 2012 and, upon doing so, approve the Agenda in its final form.

Discussion:

Mr Bodnar introduced the item by outlining the GFC Executive Council's legislative role and delegated authority with regard to the ordering of items on and setting of the Agendas for upcoming meetings of General Faculties Council (GFC). He noted that an item was missing on the draft GFC Agenda before members—he asked that the proposed name change for the Collège Saint-Jean (and its attendant recommendation on this proposal from the GFC Academic Planning Committee (APC)) be added to this draft.

Members commented on the following issues: the substantive nature of the items that already appeared on the draft Agenda and whether or not it was wise to add any additional items; the strong negative responses that could overpower any discussion about the proposed Fall Term break; the recommendation that, rather than presenting the Green and Gold Week proposal at GFC's March 19, 2012 meeting, Mr Tighe would be invited instead to present the Green and Gold Week proposal to the GFC Executive Committee at its April 2, 2012 meeting and to begin discussing the process of moving the proposal to GFC; and how questions are deemed appropriate for GFC's 'Question Period'.

Motion: Johnston/L'Abbe

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the draft Agenda, as amended, for the March 19, 2012 meeting of General Faculties Council (GFC).

CARRIED

DISCUSSION ITEMS

10. Green and Gold Week

There were no documents.

Presenter: Rory Tighe, President, Students' Union

Purpose of the Proposal: To discuss with the GFC Executive Council the proposed Green and Gold Week potentially becoming an item on the Agenda for March 19, 2012 Meeting of General Faculties Council (GFC)

Discussion:

Mr Tighe asked the GFC Executive Committee to consider adding the proposed Green and Gold Week initiative as a discussion item for the March 19, 2012 meeting of General Faculties Council (GFC) to expose the University community to the controversial break before it comes forward as a formal proposal. He added that he would like to give a brief presentation to GFC on this issue and then allow for questions and feedback.

During the ensuing discussion, Mr Tighe addressed comments and concerns from members, including: the irregularity of presenting an item to GFC without a written document that could be read in advance of the Council meeting; the influence GFC could have to choose a final proposal; GFC's ability to provide opinions from a diverse cross section of the University community; the intention of GFC Executive Committee to put items on GFC Agendas that they are confident will meet with Council's approval; the importance of moving consultation from small groups into a larger cross section of the community; the possibility of providing a document on the Green and Gold Week initiative to GFC before its March 19 meeting; providing enough information to allow the Office of the Registrar the opportunity to support the proposal; the GFC Executive Committee setting a uncertain precedent by approving for inclusion on a GFC Agenda for discussion such a risky and unconventional item without any form of supporting documentation; consulting with Faculty groups as a better alternative to garner feedback from the academic community on this proposal; the high risk of serious backlash that could greatly stall the work done so far; and the possibility of Mr Tighe giving a verbal update to Council at a high conceptual level rather than a formal presentation.

[Discussion on the appropriateness of having a discussion at the March 19 GFC meeting on the Green and Gold Week initiative continued under Item 9 regarding the approval by the GFC Executive Committee of the Agenda for this upcoming Council meeting.]

11. Question Period

There were no questions.

INFORMATION REPORTS

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

There were no items.

13. Information Items Forwarded to Committee Members Between Meetings

Materials before members are contained in the official meeting file.

Approved Motions and Final Documents from the GFC Undergraduate Awards and Scholarship (UASC) Meeting of February 14, 2012 (E-Mailed to Members on February 28, 2012)

CLOSING SESSION

14. Adjournment

The Chair adjourned the meeting at 4:00pm.