



# UNIVERSITY OF ALBERTA

## UNIVERSITY GOVERNANCE

General Faculties Council  
Executive Committee  
Approved Open Session Minutes

Monday, March 16, 2020  
2-31 South Academic Building (SAB)  
2:00 PM - 4:00 PM

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### **ATTENDEES:**

David Turpin, Chair  
Joel Agarwal  
Dylan Ashley  
Adarsh Badesha  
Steven Dew  
Duncan Elliott  
Mary Forhan

Bill Foster  
Christopher Lupke  
Sean McMurtry  
Pierre-Yves Mocquais  
Roger Moore  
Melissa Padfield  
Eleni Stroulia

*non-voting:*  
Marion Haggarty-France  
Yimmie Sonuga

Staff:  
Heather Richholt, Scribe

### **OPENING SESSION**

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

*Presenter(s):* David Turpin, President and Vice-Chancellor, Chair of GFC Executive Committee

Motion: Moore/Mocquais

THAT the GFC Executive Committee approve the Agenda.

**CARRIED**

2. Comments from the Chair (no documents)

- Update on Public Health Response Team (PHRT)
- Temporary Measures, Undergraduate International Enrolment

*Presenter(s):* David Turpin, President and Vice-Chancellor, Chair of GFC Executive Committee; Andrew Sharman, Vice-President (Facilities and Operations); Melissa Padfield, Vice-Provost and Registrar

*Discussion:*

The Chair spoke about the university's response to the COVID-19 pandemic. He noted that this was a time of uncertainty and that the university was making every effort to model the best behaviour possible as events unfolded in real time.

The Chair listed the measures that had been taken to date, including: convening the PHRT, suspending in-person delivery of classes and exams; initiating online delivery of all classes; suspending university related travel outside of Canada; asking students abroad to return to Canada; suspending campus events; and the Faculty of Graduate Studies and Research modified guidelines for remote candidacy and oral exams.

The Chair also acknowledged the challenges to students and staff as a result of the province's cancellation of K-12 schools and daycare services and emphasized the need for understanding and support for each member of the community.

Andrew Sharman, in his role as Executive Lead of the university's crisis response, spoke to: directives from the federal and provincial government; the requirement for clear lines of authority and communication for critical operations; residence operations; concentrated cleaning and disinfecting of areas in use; the closing of fitness centres; financial services; exams; spring convocation; and communication through updates to the university website and various social media posts.

Melissa Padfield, in her role as the Chair of the Covid-19 PHRT Subcommittee on Academic Impacts, noted that the subcommittee was currently working to address syllabus adjustments needed for the change to online delivery, and to help to coordinate communications to instructors and students.

The Chair concluded that the top priorities for the university were the health and safety of the community, and maintaining academic integrity while allowing students to progress in their programs.

### **CONSENT AGENDA**

Materials before members are contained in the official meeting file.

Consent Agenda Mover and Second: Mocquais/Moore

3. Approval of the Open Session Minutes of February 10, 2020

THAT the GFC Executive Committee approve the open session minutes of February 10, 2020.
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**CARRIED**

4. Academic Governance Schedule 2020-2021

### **ACTION ITEMS**

5. Emergency Academic Governance Protocols

- Action Plan for GFC and GFC Standing Committees
- Recommendations from the PHRT Subcommittee on Academic Impacts

Materials before members are contained in the official meeting file.

*Presenter(s):* David Turpin, President and Vice-Chancellor, Chair of GFC Executive Committee; Marion Haggarty-France, University Secretary; Yimmie Sonuga, GFC Secretary; Melissa Padfield, Vice-Provost and Registrar

*Purpose of the Proposal:* The purpose of this item is to discuss: the plan for GFC on March 30; the approach for GFC standing committee meetings prior to March 30; some preliminary recommended Governance Emergency Academic Governance Protocols; what will be communicated to GFC and its standing committees; recommendations from the Covid-19 PHRT Subcommittee on Academic Impacts to suspend Universal Student Ratings of Instruction (USRIs) for the winter 2020 term; and other recommended changes for course syllabi necessary to implement the President's Current Executive Orders.

*Discussion:*

Members expressed opinions and asked questions including but not limited to: the logistics of virtual attendance at GFC and GFC committee meetings; the need for governance business to continue; academic integrity and exam delivery; efforts to deliver comparable classes rather than online duplication; shifting practice while allowing the latitude for instructors to ensure learning outcomes are achieved; students who do not have online connectivity at home; whether there was student representation on the PHRT; focusing necessary resources on "mission critical" items; USRIs and the student mechanism for feedback; instructors' concerns of being penalized with poor USRI ratings as a result of circumstances beyond their control; the potential to move to credit/no credit assessment for winter 2020 grades; concerns with implications to student GPAs; the potential for an explanatory note on transcripts; accreditation standards for professional programs; equity concerns for students who may be more negatively affected by the pandemic and the move to remote delivery; and the opportunity for Deans' discretion.

Motion I: Moore/Padfield

THAT the General Faculties Council Executive Committee (GFC EXEC) acting on behalf of the General Faculties Council (GFC) approve the ability for GFC and GFC Standing Committee meetings to include virtual attendance and participation of its members and delegate the details of this to the GFC Secretary.

**CARRIED**

Motion II: Padfield/Mocquais

THAT the GFC Executive Committee, acting with delegated authority from General Faculties Council, endorse the following executive orders of the President and Vice-Chancellor:

1. As of March 13, through the weekend of March 14 to March 15, all in-person classes and in-person midterm exams are suspended.
2. On Monday, March 16, all in-person, online and alternate delivery classes and exams are suspended to allow time for preparation for all in-person instruction to move on-line.
3. All in-person instruction will move online for the remainder of the winter 2020 term beginning Tuesday, March 17.
4. No final exams for winter 2020 will be conducted in-person. Exams will instead be delivered in alternate formats.

**CARRIED**

Motion III: McMurtry/Mocquais

THAT the General Faculties Council Executive Committee (GFC EXEC) acting on behalf of the General Faculties Council (GFC) with delegated authority as stipulated in Section 4.1 of the GFC EXEC terms of reference approve the suspension of Universal Student Ratings of Instruction (USRIs) for the winter 2020 term as recommended by the Public Health Response Team (PHRT) Academic Sub-Committee.

**CARRIED**

6. Off-cycle Appointment of Elected Undergraduate Students to General Faculties Council (GFC)

***Dr Turpin stepped out of the Chair and Dr Dew assumed the role.***

Materials before members are contained in the official meeting file.

*Presenter(s):* Bill Foster, Vice-Chair of GFC Nominating Committee

*Purpose of the Proposal:* Upon approval, the recommendation will allow for the off-cycle appointment of elected undergraduate students to General Faculties Council (GFC) for the replenishment of in-year vacancies; and align current student election practice with the new GFC Principles for Committee Composition.

*Discussion:*

Members expressed their support of the proposal.

There were no questions.

Motion: Agarwal/Badesha

THAT the GFC Executive Committee recommend that General Faculties Council approve the off-cycle appointment of elected undergraduate students to GFC for the replenishment of in-year vacancies, as recommended by the GFC Nominating Committee, to take effect upon approval.

**CARRIED**

***Dr Dew stepped out of the Chair and Dr Turpin resumed the role.***

**DISCUSSION ITEMS**

7. University of Alberta Non-Credit Credential Framework - Micro Credentials

Materials before members are contained in the official meeting file.

*Presenter(s):* Tammy Hopper, Vice-Provost (Programs)

*Purpose of the Proposal:* To discuss and receive feedback on the proposed development of a Non-Credit Credential Framework for approval by GFC.

*Discussion:*

Dr Hopper explained the work of the task force and noted that they hoped to have a framework in place by the summer.

Members discussed: the need for consistency across the university for both internal understanding, and for communicating to those outside the institution regarding University of Alberta standards; that Extension certificates require governance approval and that in the interest of fairness, legitimacy, and consistency, governance approval should be required for all certificates; balancing the time required for a certificate to seek governance approval with the legitimacy added by said approval; the efforts currently underway to streamline program development and approval processes; the importance of administrative and governance oversight in regard to the university's brand; and the fact that non-credit credential approval would stop at the appropriate GFC committee and not require Board of Governors or Ministry approval.

8. Budget (no documents)

-Update

-Investment Management Agreements

*Presenter(s):* Steven Dew, Provost and Vice-President (Academic)

*Discussion:*

Dr Dew outlined the impact of the provincial budget on the university's budget and the resulting changes that were required.

Members discussed: that there would be no additional changes to tuition, fees, or residence rates; restructuring changes that would be necessary because the university's current organizational structure could not be sustained; the impacts of the new budget model to Faculties; challenges with the required format of financial reporting and the Ministry's consideration of research and endowment funding; and efforts to communicate concerns with government.

9. Question Period (no documents)

*Presenter(s):* David Turpin, President and Vice-Chancellor, Chair of GFC Executive Committee

*Discussion:*

A member asked a question about why the University of Alberta had been given a larger than average cut to their provincial funding.

The Chair responded that the message from the government was that the cut was based on the average funding per student across institutions. He noted that discrepancies could have been exacerbated by not accounting for differences in expenses: for example: between an Arts degree and a Medical degree. He also noted that the university had asked to see the calculations used to make these decisions but had not been seen the data yet.

A member asked about inconsistency in messaging across the university regarding responses to COVID-19.

The Chair noted that there were efforts underway to coordinate information and messaging across the university.

## **ACTION ITEMS**

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

Materials before members are contained in the official meeting file.

*Presenter(s):* David Turpin, President and Vice-Chancellor, Chair of GFC Executive Committee

*Purpose of the Proposal:* To approve the Agenda for the GFC meeting to be held on Monday, March 30, 2020.

*Discussion:*

The Chair noted the following changes to the draft agenda: the addition of updates on GFC Emergency Protocols, and the deferral of the discussion on the International Strategy Implementation Plan.

Motion: Mocquais/Moore

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the March 29, 2020 meeting of General Faculties Council, as set forth in Attachment 1, as amended.
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**CARRIED**

## **INFORMATION REPORTS**

11. Items Approved by the GFC Executive Committee by email ballots

There were no items.

12. Information Items Forwarded to GFC Executive Committee between Meetings

There were no items.

**CLOSING SESSION**

13. Adjournment

*Presenter(s):* David Turpin, President and Vice-Chancellor, Chair of GFC Executive Committee

The Chair adjourned the meeting at 4:00 p.m.