

## **GFC Executive Committee (EXEC)**

### Approved Motions

The following Motions and attendant Final Documents were approved by the GFC Executive Committee at the meeting of June 6, 2011:

Agenda Title: **Proposed Revisions to the Membership (Terms of Reference) of the GFC Committee on the Learning Environment (CLE)**

**Motion:** THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed revisions to the membership (Terms of Reference) of the GFC Committee on the Learning Environment (CLE), as submitted by the Vice-Provost (Academic) and as set forth in Attachment 1 (as amended), to take effect upon final approval.

Final Approved Document: [Item 4](#)

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Agenda Title: **Recording Lectures and Changes to Section 61.3 (Marking and Grading Guidelines) of the GFC Policy Manual and Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar**

**Motion:** THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to Section 61.3 (Marking and Grading Guidelines) of the GFC Policy Manual and Section 23.4 (Evaluation Procedures and Grading System) of the *University Calendar*, as submitted by the Vice-Provost and Associate Vice-President (Information Technology) and as set forth in Attachment 1, to be effective upon approval.

Final Approved Document: [Item 5](#)

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Agenda Title: **Draft Agenda for the June 20, 2011 Meeting of General Faculties Council (GFC)**

**Motion:** THAT the GFC Executive Committee act under delegated authority from General Faculties Council (GFC) and, upon reviewing the draft Agenda for the June 20, 2011 meeting of GFC, agree to the cancellation of the June GFC meeting.

**OUTLINE OF ISSUE**

Agenda Title: **Proposed Revisions to the Membership (Terms of Reference) of the GFC Committee on the Learning Environment (CLE)**

**Motion:** THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed revisions to the membership (Terms of Reference) of the GFC Committee on the Learning Environment (CLE), as submitted by the Vice-Provost (Academic) and as set forth in Attachment 1 (as amended), to take effect upon final approval.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Colleen Skidmore, Vice-Provost (Academic) and Chair, GFC Committee on the Learning Environment
Presenter	Carl Amrhein, Provost and Vice-President (Academic) and Co-Chair, GFC Committee on the Learning Environment
Subject	Revisions of the Terms of Reference (specifically, the membership) of the GFC Committee on the Learning Environment

**Details**

Responsibility	General Faculties Council
The Purpose of the Proposal is (please be specific)	To revise the Terms of Reference of the GFC Committee on the Learning Environment (CLE)—specifically, the membership—to reduce the requirement for service by Major Teaching Award Recipients from “at least one” to “one” and to add two Associate Deans or Associate Chairs, Teaching and Learning (or equivalent).
The Impact of the Proposal is	To ensure that the composition of GFC CLE is reflective of the teaching and learning environment at the University.
Replaces/Revises (eg, policies, resolutions)	Revises the Terms of Reference (Membership) of GFC CLE.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	Challenges were encountered in filling positions on GFC CLE this year, with both Major Teaching Award Recipients places left vacant. An Associate Dean (Teaching and Learning) has been regularly attending GFC CLE as an observer. GFC CLE members have discussed, and expressed support for, removing from the Committee’s composition one Major Teaching Award Recipient and adding two Associate Deans or Associate Chairs of Teaching and Learning (or equivalent).

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover Values</i> : to provide an intellectually superior educational environment; integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section)	<ol style="list-style-type: none"> <li><b>Post-Secondary Learning Act (PSLA)</b>: The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)).</li> <li><b>General Faculties Council Terms of Reference (Section</b></li> </ol>

<p>numbers)</p>	<p><b>3./Mandate of the Committee):</b></p> <p><b>“Powers Retained by General Faculties Council</b> All powers and responsibilities under Section 26 of the <i>PSLA</i> not expressly delegated now or in the future shall be retained by General Faculties Council. (GFC 02 DEC 1966)</p> <p>The issues which remain with GFC or which would be referred by a Standing Committee to GFC would generally be in the nature of the following: [...]</p> <ul style="list-style-type: none"> <li>alterations to the mandate, terms of reference, composition, or structure of a Standing Committee[.]”</li> </ul> <p><b>3. GFC Executive Committee Terms of Reference (Section 3./Mandate of the Committee):</b></p> <p><b>“5. Agendas of General Faculties Council</b> GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]</p> <p>With respect to recommendations from other bodies and other GFC committees, [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.”</p> <p>Further, the <b>GFC Executive Committee Terms of Reference (Section 3./Mandate of the Committee)</b> state: <b>“2. Routine Matters</b> - Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee.”</p>
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**Routing (Include meeting dates)**

Consultative Route (parties who have seen the proposal and in what capacity)	Marlene Lewis, University Governance, February, 2011; GFC Committee on the Learning Environment, March 3, 2011 – for discussion
Approval Route (Governance) (including meeting dates)	GFC Committee on the Learning Environment, May 5, 2011 – for recommendation; GFC Executive Committee, June 6, 2011 – for approval
Final Approver	GFC Executive Committee



Attachments:

1. Attachment 1 (pages 1 – 2): Proposed Revisions to the GFC Committee on the Learning Environment (CLE) Terms of Reference

*Prepared by:* Deborah Holloway, Acting Assistant Secretary to GFC, [deborah.holloway@ualberta.ca](mailto:deborah.holloway@ualberta.ca)

## **Proposed Revised GFC Committee on the Learning Environment (CLE) Terms of Reference**

### **1. Authority**

The *Post-Secondary Learning Act (PSLA)*, Section 26(1), gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs.” GFC has thus established a Committee on the Learning Environment (CLE), as set out below.

The complete wording of the section(s) of the *PSLA*, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.

### **2. Composition of the Committee**

Note: All members of the Committee on the Learning Environment will be voting members (EXEC 04 DEC 2006)

#### **Ex Officio**

Chair – Provost and Vice-President (Academic) (or Delegate)

Vice-President (Research) (or Delegate)

Vice-President (Academic), Students' Union

President, GSA (or Delegate)

Vice-Provost & Chief Librarian

Vice-Provost and Associate Vice-President of Information Technology (or designate) (EXEC 04 DEC 2006)

Director, Centre for Teaching and Learning

Vice-Provost and University Registrar

#### **Elected by General Faculties Council**

Four staff representatives (Category A1.0)\*, elected by GFC, at least one of whom must sit on GFC

One support staff representative (Category B1.0)\*, elected by GFC

One undergraduate student at-large

One graduate student at-large

#### **Appointed Members**

One Chair, selected by Chairs' Council

One Dean, selected by Deans' Council

**Two Associate Deans or Associate Chairs, Teaching and Learning (or equivalent) appointed by the Co-Chair of GFC CLE in consultation with the Chair of the GFC Nominating Committee [add]**

One staff representative (Category A1.0)\*, cross-representative from the GFC Academic Planning Committee (APC) appointed by the Chair of GFC APC

One staff representative (Category A1.0\*), cross-representative from the GFC Academic Standards Committee (ASC) appointed by the Chair of GFC ASC (EXEC 04 DEC 2006)

One staff representative (Category A1.0\*), cross-representative from the GFC Facilities Development Committee (FDC) appointed by the Chair of GFC FDC (EXEC 04 DEC 2006)

**At least one One** staff representative (Category A1.0\*) who holds a major teaching award (internal or external award, i.e. Rutherford, Vargo Chair, 3M, etc.) **appointed by the Co-Chair of GFC CLE in consultation with the Chair of the GFC Nominating Committee** (EXEC 04 DEC 2006)

### **3. Mandate of the Committee**

The Committee on the Learning Environment is a standing committee of the General Faculties Council that promotes an optimal learning environment in alignment with guiding documents of the University of Alberta. (EXEC 04 DEC 2006)

The Committee on the Learning Environment is responsible for making recommendations concerning policy matters and action matters with respect to the following:

- a) To review and monitor the implementation of the University Academic Plan with regard to teaching and learning.
- b) To review and, as necessary, recommend to the GFC Academic Planning Committee and GFC Executive Committee as relates to the development and implementation of policies on teaching, learning, teaching evaluation, and recognition for teaching that promote the University Academic Plan.
- c) To develop policies that promote ongoing assessment of teaching and learning through all Faculties and units.
- d) To nurture the development of innovative and creative teaching practices.
- e) To encourage the sharing and discussion of evidence about effective teaching and learning.
- f) To promote critical reflection on the impact of broad societal changes in teaching and learning.
- g) To promote projects with relevant internal and external bodies that offer unique teaching and learning opportunities that would benefit the university community.
- h) To consider any matter deemed by the GFC Committee on the Learning Environment to be within the purview of its general responsibility.

Notwithstanding anything to the contrary in the terms of reference above, the General Faculties Council has delegated to the Committee on the Learning Environment the following powers and authority:

To recommend to the GFC Academic Planning Committee and to the GFC Executive Committee broad policy directions for excellence in teaching and learning. (EXEC 04 DEC 2006)

### **4. Committee Procedures**

See General Terms of Reference.

### **5. Additional Reporting Requirements**

None.

**OUTLINE OF ISSUE**

Agenda Title: **Recording Lectures and Changes to Section 61.3 (*Marking and Grading Guidelines*) of the GFC Policy Manual and Section 23.4 (*Evaluation Procedures and Grading System*) of the *University Calendar***

**Motion:** THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to Section 61.3 (*Marking and Grading Guidelines*) of the GFC Policy Manual and Section 23.4 (*Evaluation Procedures and Grading System*) of the *University Calendar*, as submitted by the Vice-Provost and Associate Vice-President (Information Technology) and as set forth in Attachment 1, to be effective upon approval.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Jonathan Schaeffer, Vice-Provost and Associate Vice-President (Information Technology), and Kathleen Brough, Office of the Provost and Vice-President (Academic)
Presenters	Elaine Geddes, Vice-Chair, GFC Academic Standards Committee, and Kathleen Brough, Office of the Provost and Vice-President (Academic)
Subject	Regulations regarding recording of lectures

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	The addition of a required statement in course outlines detailing the requirement for permission from an instructor in order to create an audio or video recording of a lecture.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover</i> : Transformative Organization and Support
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. <b>Post-Secondary Learning Act (PSLA):</b> The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs. Further, the <i>PSLA</i> gives the Board of Governors authority over certain admission requirements and rules respecting enrolment. The Board has delegated its authority over admissions requirements and rules respecting enrolment to GFC and the GFC Academic Standards Committee (ASC). (Sections 26(1), 60(1)(c) and (d)).</p> <p>2. <b>GFC Academic Standards Committee Terms of Reference (3. Mandate):</b> "The ASC is responsible for making recommendations and/or for providing advice to GFC, its Executive Committee, and/or the GFC Academic Planning Committee (APC) on the matters set out below, which include such areas as admissions and transfer, including</p>

	<p>admission and transfer to Faculties, admission of Open Studies students, academic standing policies and general university admission policies, and all institutional marking and grading policies and/or procedures.”</p> <p>3. <b>GFC ASC Terms of Reference:</b> “All proposals from the Faculties or the Administration related to admission and transfer, to the academic standing of students, to institutional marking and grading policies and/or procedures and to term work policies and procedures are submitted to the Provost and Vice-President (Academic) (or delegate) who chairs the GFC Academic Standards Committee. ASC will consult as necessary with the Faculties and with other individuals and offices in its consideration of these proposals.” (Section 3.B.i)</p> <p>4. <b>GFC ASC Terms of Reference:</b> ASC’s terms of reference provide that ASC “provides advice or recommends to the GFC Executive Committee on institutional marking and grading policies and/or procedures. [Further], ASC provides advice or recommends to the GFC Executive Committee on institutional term work policies and/or procedures.” (Sections 3.B.vi/vii)</p> <p>5. <b>GFC Executive Committee Terms of Reference (Section 3./Mandate of the Committee)</b> state: “2. <b>Routine Matters</b> - Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee.”</p> <p>6. <b>GFC Executive Committee Terms of Reference (Section 3./Mandate of the Committee)</b> also state that the Committee is:</p> <p style="padding-left: 40px;">“16. <b>Institutional Marking and Grading Policies and/or Procedures</b> To consider advice or recommendation from the GFC ASC on institutional marking and grading policies and/or procedures.</p> <p style="padding-left: 40px;">17. <b>Institutional Term Work Policies and/or Procedures</b> To consider advice or recommendation from the GFC ASC on institutional term work policies and/or procedures. [...]”</p> <p>7. <b>GFC Policy:</b> Course outline content is set out in Section 61.6 (<i>Course Requirements, Evaluation Procedures and Grading Parts</i>) of the GFC Policy Manual.</p> <p>8. <b>University Calendar:</b> Course outline content is set out in Section 23.4 (<i>Evaluation Procedures and Grading System</i>) of the <i>Calendar</i>.</p>
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**Routing** (Include meeting dates)

<p>Consultative Route (parties who have seen the proposal and in what capacity)</p>	<p>Copyright and Licensing Office; Vice-Provosts Meeting (VPM); Teaching, Learning and Technology Council (TLAT); GFC Campus Law Review Committee (CLRC); GFC Academic Standards Committee (ASC); GFC Committee on the Learning Environment (CLE);</p>
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	University General Counsel; University of Alberta Information and Privacy Office
Approval Route (Governance) (including meeting dates)	GFC Academic Standards Committee (May 19, 2011) – to recommend to the GFC Executive Committee; GFC Executive Committee (June 6, 2011) – for final approval
Final Approver	GFC Executive Committee

Attachments:

1. Attachment 1 (pages 1 – 5): Proposed Changes to Section 61.3 (*Marking and Grading Guidelines*) of the GFC Policy Manual and Section 23.4 (*Evaluation Procedures and Grading System*) of the *University Calendar*

*Prepared by:* Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

Current 2011-2012 Calendar	Proposed 2012-13Calendar
<p><b>23.4 Evaluation Procedures and Grading System</b>  ...  <b>(2) Course Requirements, Evaluation Procedures and Grading:</b> The policies set out below are intended to provide instructors and their students with general course information. GFC, in approving these guidelines, expected that there would be a common sense approach to their application and understood that circumstances might develop, during a term, where a change to the course outline, as set out in §23.4(2)a., made sense to all concerned. Such changes shall only occur with fair warning or general class consent.</p> <p>Students concerned about the application of these guidelines should consult, in turn, the instructor, the chair of the department by which the course is offered, and the dean of the faculty in which the course is offered.</p> <p>a. At the beginning of each course, instructors are required by GFC to provide a course outline which must include the following:</p> <ul style="list-style-type: none"> <li>i) a statement of the course objectives and general content</li> <li>ii) a list of the required textbooks and other major course materials</li> <li>iii) a list of any other course fees as described in the ‘Student Instructional Support Fees Policy’ and their associated costs</li> <li>iv) an indication of how and when students have access to the instructor</li> <li>v) the distribution of weight between term work and final examination</li> <li>vi) identification of all course activities worth 10% or more of the overall course mark</li> <li>vii) whether marks are given for class participation and other in-class activities as well as the weight of such participation</li> <li>viii) dates of any examination and course assignments with a weight of 10% or more of the overall course mark</li> <li>ix) the manner in which the official University grading system is to be implemented in that particular course or section, i.e., whether a particular distribution is to be used to determine grades, or whether there are absolute measures or marks which will determine them, or whether a combination of the two will be used. Instructors should refer to the University of Alberta Marking and Grading Guidelines.</li> <li>x) an indication of how students will be given access to past or representative evaluative course material.</li> </ul>	<p><i>No changes until...</i></p>

b. Every course outline should contain the following statement: "Policy about course outlines can be found in §23.4(2) of the University Calendar."

c. Every course outline should contain the following statement: "The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at [www.uofaweb.ualberta.ca/governance.cfm](http://www.uofaweb.ualberta.ca/governance.cfm)) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University."

d. Nothing in any course outline, syllabus or course web-site may override or contravene any Calendar regulation or GFC policy. In resolving any discrepancy, GFC policy and Calendar regulations will take precedence.

e. Instructors may indicate in the course outline the date, time and place on which the deferred examination for the course will occur, should one be required. See §23.5.6.

f. Instructors should discuss with the class their expectations with respect to academic honesty issues and outline both permitted and prohibited behaviour.

g. Instructors must follow copyright regulations as established by the University from time to time in the duplication of course material.

h. Instructors should allow students a reasonable time in which to complete an assignment, bearing in mind its weight.

*Insert:*

g. Every course outline must contain the following statement: "Audio or video recording of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Recorded material is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the instructor."

h. ....

i. ....

<p>i. Instructors should mark and return to students with reasonable dispatch all term examinations and, provided the students submit them by the due date, all course projects, assignments, essays, etc.</p> <p>j. All projects, assignments, essays, etc., should be returned on or by the last day of classes in the course, with the exception of a final major assignment (which may be due on the last day of classes), which should be returned by the date of the scheduled final examination or, in nonexamination courses, by the last day of the examination period.</p> <p>k. Upon request, instructors are required to provide the method which was used to translate final and, where appropriate, term marks into grades.</p>	<p><u>j</u>.....</p> <p><u>k</u>.....</p> <p><u>l</u>....</p>
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Current GFC Policy	Proposed GFC Policy
<p><b>Section 61.3 Marking and Grading Guidelines</b></p> <p><b>Course Requirements, Evaluation Procedures and Grading Parts are presented in the University Calendar (23.4).</b></p> <p>The policies set out below are intended to provide instructors and their students with general course information. GFC, in approving these guidelines, expected that there would be a common sense approach to their application and understood that circumstances might develop, during a term, where a change to the course outline as set out in Section 61.6(a) of the GFC Policy Manual, made sense to all concerned. Such changes shall only occur with fair warning or general class content. (GFC 29 SEP 2003)</p> <p>Students concerned about the application of these guidelines should consult, in turn, the instructor, the chair of the department by which the course is offered, and the dean of the faculty in which the course is offered.</p> <p>a. At the beginning of each course, instructors are required by GFC to provide a course outline which must include the following:</p> <p>i. a statement of the course objectives and general content.</p> <p>ii. a list of the required textbooks and other major course materials.</p> <p>iii. a list of any other course fees as described in the 'Student Instructional Support Fees Policy' and their associated costs. (EXEC 04 DEC 2006)</p>	<p><b>Section 61.3 Marking and Grading Guidelines</b></p> <p><b>Course Requirements, Evaluation Procedures and Grading Parts are presented in the University Calendar (23.4).</b></p> <p>The policies set out below are intended to provide instructors and their students with general course information. GFC, in approving these guidelines, expected that there would be a common sense approach to their application and understood that circumstances might develop, during a term, where a change to the course outline as set out in Section 61.6(a) of the GFC Policy Manual, made sense to all concerned. Such changes shall only occur with fair warning or general class content. (GFC 29 SEP 2003)</p> <p>Students concerned about the application of these guidelines should consult, in turn, the instructor, the chair of the department by which the course is offered, and the dean of the faculty in which the course is offered.</p> <p>a. At the beginning of each course, instructors are required by GFC to provide a course outline which must include the following:</p> <p>i. a statement of the course objectives and general content.</p> <p>ii. a list of the required textbooks and other major course materials.</p> <p>iii. a list of any other course fees as described in the 'Student Instructional Support Fees Policy' and their associated costs. (EXEC 04 DEC 2006)</p>

iv. an indication of how and when students have access to the instructor.

v. the distribution of weight between term work and final examination.

vi. identification of all course activities worth 10% or more of the overall course mark.

vii. whether marks are given for class participation and other in-class activities as well as the weight of such participation

viii. dates of any examination and course assignments with a weight of 10% or more of the overall course mark.

ix. the manner in which the official University grading system is to be implemented in that particular course or section, i.e., whether a particular distribution is to be used to determine grades, or whether there are absolute measures or marks which will determine them, or whether a combination of the two will be used. Instructors should refer to the University of Alberta Marking and Grading Guidelines. (GFC 29 SEP 2003)

x. an indication of how students will be given access to past or representative evaluative course material. (EXEC 18 JUN 2007)

b. Every course outline should contain the following statement: "Policy about course outlines can be found in Section 23.4(2) of the University Calendar." (GFC 29 SEP 2003)

c. Every course outline should contain the following statement:  
 "The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at [www.ualberta.ca/secretariat/appeals.htm](http://www.ualberta.ca/secretariat/appeals.htm)) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University." (GFC 29 SEP 2003)

d. Nothing in any course outline, syllabus or course web-site may override or contravene any Calendar regulation or GFC policy. In resolving any discrepancy, GFC policy and Calendar regulations will take precedence. (GFC 29 SEP 2003)

e. Instructors may indicate in the course outline the date, time and place on which the deferred examination for the course will occur, should one be required. See

iv. an indication of how and when students have access to the instructor.

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vi. identification of all course activities worth 10% or more of the overall course mark.

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viii. dates of any examination and course assignments with a weight of 10% or more of the overall course mark.

ix. the manner in which the official University grading system is to be implemented in that particular course or section, i.e., whether a particular distribution is to be used to determine grades, or whether there are absolute measures or marks which will determine them, or whether a combination of the two will be used. Instructors should refer to the University of Alberta Marking and Grading Guidelines. (GFC 29 SEP 2003)

x. an indication of how students will be given access to past or representative evaluative course material. (EXEC 18 JUN 2007)

b. Every course outline should contain the following statement: "Policy about course outlines can be found in Section 23.4(2) of the University Calendar." (GFC 29 SEP 2003)

c. Every course outline should contain the following statement:  
 "The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at [www.ualberta.ca/secretariat/appeals.htm](http://www.ualberta.ca/secretariat/appeals.htm)) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University." (GFC 29 SEP 2003)

d. Nothing in any course outline, syllabus or course web-site may override or contravene any Calendar regulation or GFC policy. In resolving any discrepancy, GFC policy and Calendar regulations will take precedence. (GFC 29 SEP 2003)

e. Instructors may indicate in the course outline the date, time and place on which the deferred examination for the course will occur, should one be required. See

<p>Section 23.5.6 (GFC 29 SEP 2003)</p> <p>f. Instructors should discuss with the class their expectations with respect to academic honesty issues and outline both permitted and prohibited behaviour. (GFC 29 SEP 2003)</p> <p>g. Instructors must follow copyright regulations as established by the University from time to time in the duplication of course material. (GFC 29 SEP 2003)</p> <p>h. Instructors should allow students a reasonable time in which to complete an assignment, bearing in mind its weight.</p> <p>i. Instructors should mark and return to students with reasonable dispatch all term examinations and, provided the students submit them by the due date, all course projects, assignments, essays, etc.</p> <p>j. All projects, assignments, essays, etc. should be returned on or by the last day of classes in the course, with the exception of a final major assignment ( which may be due on the last day of classes), which should be returned by the date of the scheduled final examination or, in non-examination courses, by the last day of the examination period.</p> <p>k. Upon request, instructors are required to provide the method which was used to translate final, and where appropriate, term marks into grades.</p>	<p>Section 23.5.6 (GFC 29 SEP 2003)</p> <p>f. Instructors should discuss with the class their expectations with respect to academic honesty issues and outline both permitted and prohibited behaviour. (GFC 29 SEP 2003)</p> <p><i>Insert:</i>  <u>g. Every course outline must contain the following statement: “Audio or video recording of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Recorded material is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the instructor.”</u></p> <p><u>h. ....</u></p> <p><u>i. ....</u></p> <p><u>j. ....</u></p> <p><u>k. ....</u></p> <p><u>l. ....</u></p>
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