

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, March 16, 2020 meeting:

Agenda Title: **Emergency Academic Governance Protocols**

CARRIED MOTION I:

THAT the GFC Executive Committee, acting with delegated authority from General Faculties Council, approve the ability for GFC and GFC Standing Committee meetings to include virtual attendance and participation of its members, and delegate the details of implementation to the GFC Secretary.

CARRIED MOTION II:

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:

THAT the GFC Executive Committee, acting with delegated authority from General Faculties Council, approve the suspension of Universal Student Ratings of Instruction (USRIs) for the winter 2020 term as recommended by the COVID-19 Public Health Response Team Subcommittee on Academic Impacts.

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Agenda Title: **Off-cycle Appointment of Elected Undergraduate Students to General Faculties Council (GFC)**

CARRIED MOTION:

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.

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Governance Executive Summary
Action Item

Agenda Title	Emergency Academic Governance Protocols
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Motion I

THAT the GFC Executive Committee, acting with delegated authority from General Faculties Council, approve the ability for GFC and GFC Standing Committee meetings to include virtual attendance and participation of its members, and delegate the details of implementation to the GFC Secretary.

Motion II

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

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4. No final exams for winter 2020 will be conducted in-person. Exams will instead be delivered in alternate formats.

Motion III

THAT the GFC Executive Committee, acting with delegated authority from General Faculties Council, approve the suspension of Universal Student Ratings of Instruction (USRIs) for the winter 2020 term as recommended by the COVID-19 Public Health Response Team Subcommittee on Academic Impacts.

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Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	<u>Action Plan for GFC/GFC Standing Committees</u> Proposed by the University Governance (GFC Secretary) in consultation with the Chair of GFC EXEC <u>Recommendations from the PHRT Academic Sub-Committee</u> Proposed by the Public Health Response Team (PHRT) Academic Sub-Committee and University Governance (GFC Secretary)
Presenter(s)	Dave Turpin, President and Vice-Chancellor Marion Haggarty-France, University Secretary Yimmie Sonuga, GFC Secretary Melissa Padfield, Vice-Provost and Registrar

Details

Office of Administrative Responsibility	University Governance
The Purpose of the Proposal is (<i>please be specific</i>)	<u>Action Plan for GFC/GFC Standing Committees</u> The purpose of this section of this agenda item is to discuss <ol style="list-style-type: none"> 1. the plan for GFC on March 30; 2. the approach for GFC standing committee meetings prior to March 30; 3. some preliminary recommended Governance Emergency Academic Governance Protocols; and

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	<p>a. This may involve the development of a motion to, temporarily, suspend sections 13.6 and 13.7, of the General Faculties Council Meeting Procedural Rules in favour of these preliminary Emergency Academic Governance Emergency Protocols (building on our current e-voting procedure); and</p> <p>4. what will be communicated to GFC and its standing committees on by Tuesday afternoon;</p> <p><u>Recommendations from the PHRT Academic Sub-Committee</u> The purpose of this section of this agenda item is to discuss:</p> <ol style="list-style-type: none"> 1. The recommendation to suspend USRIs for the winter 2020 term; and 2. Other recommendation changes for course syllabi necessary to implement the President’s Current Executive Orders (see below).
<p>Executive Summary <i>(outline the specific item – and remember your audience)</i></p>	<p><u>Issue</u> In response to the Covid-19 pandemic, decisive action is required to provide the academy with the requisite authority to implement alternatives for the delivery of in-person examinations, assessments and instruction for the remainder of the term.</p> <p>GFC EXEC is being called upon to bring into force a preliminary academic governance process (GFC Emergency Governance Protocols) during these extraordinary times.</p> <p><u>Action Plan for GFC/GFC Standing Committees</u></p> <ul style="list-style-type: none"> - Given the work GFC has done in the last while and the efforts it has undertaken to ensure clarity regarding delegations of authority, we wanted to ensure that the GFC EXEC clearly understands how decisions affecting the academic affairs of the institution can be made during extraordinary and/or emergency circumstances - The Post-Secondary Learning Act (PSLA) clearly outlines the authority of the Board of Governors (Board) and GFC. The Board in hiring the President has delegated the President the authority to act in extraordinary and/or emergency circumstances. This delegation of authority occurs through the President’s job description. - Current Executive Orders in Place in response to the Covid-19 pandemic: <ol style="list-style-type: none"> 1. As of March 13, through the weekend of March 14 to March 15: <ol style="list-style-type: none"> a. All in person classes; and b. All in-person midterm exams c. are suspended and will be rescheduled or adjusted as necessary. Any information received to the contrary is

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	<p>inaccurate. All students will be accommodated. Remote and online exams and classes can continue as normal.</p> <ol style="list-style-type: none"> 2. On Monday, March 16, all in-person, online and alternate delivery classes and exams are suspended effective immediately to allow time for preparation for all in-person instruction to move on-line. <ol style="list-style-type: none"> a. Delivery of Winter 2020 online and alternative delivery classes will resume on Tuesday, March 17. 3. All in-person instruction will move online for the remainder of the Winter 2020 term beginning Tuesday March 17. <ol style="list-style-type: none"> a. We recognize that there may need to be a small number of exceptions to this rule. Authority to make these exceptions rests with Deans. Unless instructors are contacted by a Dean or Associate Dean by Monday, March 16 at 4:00 p.m., this exception does not apply. 4. No final exams for Winter 2020 will be conducted in person. Exams will instead be delivered in alternate formats. <ol style="list-style-type: none"> a. We recognize that there may need to be a small number of exceptions to this rule. Authority to make these exceptions rests with Deans. b. Final oral exams and candidacy exams for thesis-based graduate programs will follow modified guidelines as defined by the Dean of the Faculty of Graduate Studies and Research. <p>The PHRT Academic Sub-committee and University Governance (GFC Secretary) developed the aforementioned Executive Orders. For further details please see attachment 1 – The Presidential Briefing from PHRT Academic Sub-committee and University Governance (GFC Secretary)</p> <p><u>Recommendations from the PHRT Academic Sub-Committee</u></p> <p>Following from the work of the committee there will be a number of recommendations under consideration.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • The President • University Governance • PHRT Academic Sub-Committee
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • TBD

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<For information on the protocol see the Governance Resources section Student Participation Protocol >	<u><i>Those who have been informed:</i></u> • TBD
Approval Route (Governance) (including meeting dates)	GFC EXEC-March 16, 2020

Strategic Alignment

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
Legislative Compliance and jurisdiction	<input checked="" type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input checked="" type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input checked="" type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input checked="" type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
	PSLA GFC Meeting Procedural Rules GFC EXEC Terms of Reference Evaluation Procedures and Grading Systems section of the Calendar	

Attachments

1. Attachment 1 Presidential Briefing from PHRT Academic Sub-Committee and University Governance (GFC Secretary)

Prepared by: Yimmie Sonuga, GFC Secretary, yimmie.sonuga@ualberta.ca

FINAL Item No. 6

**Governance Executive Summary
Action Item**

Agenda Title	Off-cycle Appointment of Elected Undergraduate Students to General Faculties Council (GFC)
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Motion

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.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	GFC Nominating Committee
Presenter(s)	GFC Nominating Committee: Jonathan White (Chair), Bill Foster (Vice-Chair)

Details

Office of Administrative Responsibility	General Faculties Council
The Purpose of the Proposal is <i>(please be specific)</i>	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 .
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<ul style="list-style-type: none"> • GFC Executive Committee directed the GFC Nominating Committee, in collaboration with the UASU, to provide a strategy addressing the concerns expressed regarding the low numbers of elected undergraduate student representatives on GFC (December 9, 2019) • As referred to within the Report of the Ad Hoc Committee on Academic Governance including Delegated Authority, GFC recognizes the <i>“importance of deepening the engagement of student members of GFC. Committee members believe that having student members of GFC populate student positions on GFC committees will provide insights into the work conducted by GFC’s committees, and provide students with productive opportunities to work on issues with greater depth”</i>. • The recommendation is informed by a consultative approach undertaken by representatives of the UASU, GFC Nominating Committee and University Governance to address the impact and concern of low student representation in academic governance. • These change mechanisms will help to: <ul style="list-style-type: none"> ○ ensure that students have equal access and opportunity to become active contributors to GFC and its committees. ○ streamline and invigorate the annual replenishment process of undergraduate student members to GFC positions by adding clarity to the GFC Terms of Reference.

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Supplementary Notes and context	<p>NC Terms of Reference specify additional responsibility to:</p> <ul style="list-style-type: none"> • “review and recommend to GFC the replenishment of GFC standing committees and other bodies requiring representation from the university community”; • “develop and support engagement and communication strategies to encourage individuals to serve on GFC, GFC standing committees and/or other governance bodies.”
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Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • UASU Executive Committee • University Governance • GFC Nominating Committee <p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Small working group of key stakeholders: UASU, GSA, University Governance, GFC Nominating Committee (December 11, 2019) • GFC Executive Committee (December 9, 2019) • GFC Nominating Committee (February 12, 2020) <p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • GFC Executive Committee (December 9, 2019, January 13, 2020) • General Faculties Council (January 27, 2020) • General Faculties Council (February 24, 2020)
Approval Route (Governance) (including meeting dates)	<ul style="list-style-type: none"> • GFC Nominating Committee – February 12, 2020 for recommendation by GFC Executive Committee • GFC Executive Committee – March 16, 2020 for recommendation to General Faculties Council • General Faculties Council – March 30, 2020 for approval

Strategic Alignment

Alignment with <i>For the Public Good</i>	<p>Institutional Strategic Plan - <i>For the Public Good</i></p> <ul style="list-style-type: none"> ● “Support the roles of the Graduate Students’ Association and Students’ Union... in the promotion of extracurricular programs that create a sense of community and support in the learning environment” (Goal: Experience, Objective 8, Strategy iii). ● “Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.” (Objective 21) 			
Alignment with Core Risk Area	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0" data-bbox="581 1793 1531 1997"> <tr> <td data-bbox="581 1793 1084 1997"> <input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td data-bbox="1084 1793 1531 1997"> <input checked="" type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success </td> </tr> </table>		<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
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Legislative Compliance and jurisdiction	<p>Alberta <i>Post-Secondary Learning Act</i> (PSLA):</p> <ul style="list-style-type: none">● “The members of the general faculties council referred to in Section 23(a), (b) and (c) shall appoint the members referred to in Section 23(d) from the staff and students of the university, in the number and for the terms of office that the elected and student members and persons who are members by virtue of their offices determine” (PSLA s. 25). [i.e. GFC has authority and discretion to appoint additional members named in its Terms of Reference, including the established per-faculty student representatives.]● “The students association...shall provide for the administration of student affairs at the public post-secondary institution, including ... the promotion of the general welfare of the students” (PSLA s. 93 (3)).● “The council of a student organization is the official channel of communication between the students of a public post-secondary institution... and the board” (PSLA s. 95 (4)).
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Attachments:

1. Appendix A: Briefing Note: *Annual Replenishment of Appointed Undergraduate Students to GFC*

Prepared by: GFC Nominating Committee

APPENDIX A

Current Issue: *Annual Replenishment of Appointed Undergraduate Students to GFC*

General Faculties Council (GFC) is faced with an increasing number of outstanding vacancies calling for elected undergraduate student representatives. To date, subsequent to bi-annual elections (conducted by SU in March and October), only 57% of undergraduate seats are filled. Low student numbers on GFC comprises the quality of student engagement and equity across its membership.

A cumulative effect of low GFC student representation is that the GFC Nominating Committee is significantly challenged to meet its mandate. Without a robust pool of undergraduate student members, it becomes difficult to successfully fill student committee seats with broad and diverse representation.

- The [GFC Terms of Reference](#) (approved April 2019) specify “*elected students are elected in accordance with the principles approved by GFC February 3, 1971. Student members serve a one year term, elected individuals may serve more than one term.*”
- Upon approval of the new GFC terms, to become an appointed undergraduate student member of GFC, a student’s name may only come forward by way of a U of A Students’ Union conducted election held bi-annually, in late March and early October.
- However, past practice was that GFC had the latitude to appoint elected students of whom had successfully met the UASU’s interim process and selection criteria to its membership on an off-cycle basis to fill in year vacancies to maintain a consistent replenishment of student vacancies.

Background (UASU election process):

- Undergraduate students are elected to fill GFC allotted seats with one year membership terms running May 1 to April 30. Aligned with the UA Students’ Union (UASU) election schedule, GFC appoints most of its GFC-elected student members prior to the end of Winter Term, normally between mid-to-end-March. Some elected undergraduate student positions can remain unfilled following the spring election.
- Come April, the UASU election practice has two means to fill the remaining GFC student vacancies, which become effective May 1 and end April 30 of the upcoming academic year.
- One method consists of a by-election (held by UASU) in early October. The election, held in early fall, is intended to fill remaining vacancies on both GFC and UASU’s Students’ Council in the academic year that is underway. To run in the by-election, an interested student (whether new or continuing) must obtain 10 signatures from members of their faculty.
- During the interim period (April through October), in an effort to mitigate the remainder of GFC and GFC committee student vacancies, the UASU works to encourage undergraduate students to apply to fill vacancies, pending the October by-election.
- The interim process involves gathering signatures, interviews and approval by UASU’s Nominating Committee, and separate applications to GFC and its committees. Subsequent to the October by-election, the same process would apply to fill seats with annual terms ending April 30.