

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, May 16, 2022 meeting:

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Agenda Title: **Proposed Revisions to the Chair's Council Terms of Reference**

CARRIED MOTION:

THAT General Faculties Council Executive Committee approve, with delegated authority from General Faculties Council, the revised terms of reference for Chairs' Council, to be effective upon approval.

FINAL Item 4

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Agenda Title: **Draft Agenda for the Next Meeting of General Faculties Council**

CARRIED MOTION:

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the June 6, 2022 meeting of General Faculties Council, as set forth in Attachment 1.

FINAL Item 15

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## FINAL Item No. 4

**Governance Executive Summary**  
**Action Item**

<b>Agenda Title</b>	<b>Chairs' Council Terms of Reference</b>
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**Motion**

THAT General Faculties Council Executive Committee approve, with delegated authority from General Faculties Council, the revised terms of reference for Chairs' Council, to be effective upon approval.
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**Item**

Action Requested	x Approval <input type="checkbox"/> Recommendation
Proposed by	Jerine Pegg, Cecily Devereux, Chairs' Council Executive co-chairs
Presenter(s)	Jerine Pegg, Cecily Devereux, Chairs' Council Executive co-chairs

**Details**

Office of Administrative Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to approve revisions to the Chairs' Council terms of reference.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>Members of Chairs' Council Executive have been engaged in a process of revising and updating the terms of reference for Chairs' Council to ensure accuracy, consistency, and clarity of roles.</p> <p>The terms of reference for Chairs' Council are attached for GFC Executive's approval. The terms of reference for the Chairs' Council Executive and the Provost's Advisory Committee of Chairs are attached for information.</p> <p>These terms of reference were endorsed by Chairs' Council on March 15th, 2022</p>
Supplementary Notes and context	<i>&lt;This section is for use by University Governance only to outline governance process.&gt;</i>

**Engagement and Routing (Include meeting dates)**

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)  <For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a> >	<u><b>Those who are actively participating:</b></u> <ul style="list-style-type: none"> <li>• Office of the Provost</li> <li>• Office of the President</li> <li>• Chairs' Council Executive co-chairs</li> </ul>
	<u><b>Those who have been consulted:</b></u> <ul style="list-style-type: none"> <li>• Chairs' Council Executive/Provost's Advisory Committee of Chairs</li> <li>• Chairs' Council</li> </ul>
	<u><b>Those who have been informed:</b></u> <ul style="list-style-type: none"> <li>•</li> </ul>
Approval Route (Governance) (including meeting dates)	General Faculties Council Executive Committee (May 16, 2022)

Item No. 4

**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.	
	<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 type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	GFC Executive Committee Terms of Reference	

Attachments (each to be numbered 1 - <>)

1. Chairs' Council, Chairs' Council Executive, Provost's Advisory Committee of Chairs Terms of Reference
2. Previous Versions - Chairs Council and Chairs' Council Executive Terms of Reference, Excerpt from the GFC Policy Manual 42.2 Chairs' Council

*Prepared by:* Kathleen Brough, Chief of Staff, Office of the Provost and Vice-President (Academic)

**Chairs' Council, Chairs' Council Executive, Provost's Advisory Committee of Chairs  
Terms of Reference**

**Endorsed by Chairs' Council on March 15, 2022**

February 2022

*This document replaces previous versions of terms of reference, including General Faculties Council Policy Manual Section 42.2.*

## **Chairs' Council Terms of Reference**

### **Background:**

As approved by the Board of Governors on the recommendation of General Faculties Council, the Council of Department Chairs, also known as Chairs' Council (CC) is an advisory body to the President, the Board, General Faculties Council (GFC) and Deans' Council, and has such powers, duties and functions as may be delegated to it.

### **Membership:**

In addition to Chairs, CC includes the following members:

*Ex-officio*

The President, who chairs the Council

The Provost and Vice-President (Academic) (vice-chair)

The Vice-Presidents

The Deputy Provost

*Non-Departmentalized Representatives*

The Dean of each non-departmentalized Faculty will appoint a representative of the Faculty to Chairs' Council for a two-year term.

### **Meetings**

Chairs' Council normally meets at least three times per academic year, though additional meetings may be called as needed. Meetings are coordinated by the Office of the Provost and Vice-President (Academic). The agendas for Chairs' Council meetings are set and approved by the chair, with input from the Chairs' Council Executive.

Once per academic year, Chairs' Council will meet with the Chairs' Council Executive, without Ex-Officio members present. The agenda for this meeting is set by Chairs' Council Executive. This meeting normally takes place in the Fall term, and is scheduled with support from the Office of the Provost and Vice-President (Academic).

## **Chairs' Council Executive Terms of Reference**

Chairs' Council Executive (CCE) is comprised of elected representatives of Chairs' Council. CCE is an advisory body to the Provost and Vice-President Academic. CCE provides strategic academic and administrative advice to the Provost and a forum for collegial information exchange and issue resolution. Any member of Chairs' Council may submit an item to CCE for discussion, and may request that CCE raise that item with University administration through the Provost's Advisory Committee of Chairs (see below).

CCE provides advice and input on the preparation of the Chairs' Council meeting agendas.

CCE is authorized to act on behalf of CC. Consequently, CCE seeks additional input from CC when required, and reports back to CC when appropriate.

CCE coordinates the appointment or election of representatives of Chairs' Council to other bodies, including General Faculties Council, in accordance with the terms of reference of those bodies. The Office of the Provost will provide support to these processes, as requested.

### **Membership**

CCE is comprised of 15 members of CC, elected (by CC members) for two-year terms. Twelve members will be elected by CC from nominees taken from Department Chairs; the other three will be elected by Chairs' Council from nominees taken from non-departmentalized Faculty representatives. With delegated authority from Chairs' Council, CCE elects a chair or co-chairs of CCE for one year term from within its membership. The chair of CCE may act as Chair of Chairs' Council in the absence of the President and Provost.

### **Elections**

The Office of the Provost will coordinate elections for membership of Chairs' Council Executive. Sitting Chairs' Council members may be nominated by other members of CC or may nominate themselves. CCE members are eligible for re-election. Elections will normally take place in the summer; however, periodic elections during the academic year may be required to replenish membership.

### **Meetings**

Chairs' Council Executive normally meets once a month between September and June. Meetings are coordinated by the chair of CCE.

## **Provost's Advisory Committee of Chairs Terms of Reference**

The members of Chairs' Council Executive also serve as members of the Provost's Advisory Committee of Chairs (PACC).

PACC is advisory to the Provost and Vice-President (Academic) on emerging issues and initiatives relating to faculties and administrative units reporting to the Provost and Vice- President (Academic). PACC will consider and provide advice on matters referred to it from the Provost and from Deans' Council, Chairs' Council, and Chairs' Council Executive.

### **Membership**

#### *Ex-Officio*

Provost and Vice-President (Academic) (Chair)

Deputy Provost (Vice-chair)

Other Vice-Presidents (by invitation)

Members of Chairs' Council Executive.

The Provost, in consultation with the Chair(s) of CCE, may appoint additional members to PACC to ensure balance and a diversity of representatives on the committee. These individuals would then also be added to the membership of CCE.

### **Meetings**

PACC will normally meet once monthly throughout the academic year (September – June). Meeting schedules are set by the chair. PACC agendas will be approved and set by the chair, with input from the chairs of CCE. PACC meetings are coordinated by the Office of the Provost and Vice-President (Academic).

## PREVIOUS VERSIONS

### *Chairs' Council (CC) & Chairs' Council Executive (CCE)*

## TERMS OF REFERENCE

### **Modified and adopted unanimously November 18, 2014 by Chairs' Council**

**The Council of Department Chairs, also known as Chairs' Council (CC)** is an advisory body to the President, the Board, General Faculties Council (GFC) and Deans' Council, and has such powers, duties and functions as may be delegated to it. *[GFC Policy Manual 42.2.3]*. In addition to Chairs, CC includes such other officers as may be designated by the Council of Department Chairs *[GFC Policy Manual 42.2.1c]*. CC shall elect its own Chair and Executive Officers for such terms as it may choose *[GFC Policy Manual 42.2.2]*. Effective 2015 CC may invite representatives from each non-departmentalized Faculty, selected by that Faculty, to sit on CC. CC may authorize its Executive to act for the Council as a President's Advisory Committee of Chairs (PACC) *[GFC Policy Manual 42.2.4]*, which was renamed in 2014 to the Provost's Advisory Council of Chairs. This delegation is ratified annually upon election of Chairs Council Executive members.

**Chairs' Council Executive (CCE)** is an advisory body to the Provost and Vice-President Academic comprised of elected representatives of Chairs Council. CCE provides strategic academic and administrative advice to the Provost and a forum for collegial information exchange and issue resolution.

- CCE is comprised of 15 members of CC, elected (by CC members) for two-year terms. Three of these members will be elected by CC as a whole, from nominees from non-Departmentalized Faculty who are sitting on CC. The other 12 will be elected by CC as a whole from nominees taken from Department Chairs.
- Sitting CC members may be nominated by other members of CC or may nominate themselves.
- CCE members are eligible for re-election.
- Each year, when CCE members are elected, CC delegates to CCE its responsibility to select the CCE Chair, **who may also serve as Chair of Chair's Council in absence of President or Provost.**
- CCE is authorized to act on behalf of CC. Consequently, CCE seeks additional input from CC when required, and reports back to CC when appropriate.
- CCE communicates with the Provost via PACC which meets monthly (September through June). Normally, two scheduled PACC meetings each year involve the full CC. CCE meets one additional time each month (September through June).
- CCE will meet once a year with CC independent of CC meetings with the Provost/President, though possibly in advance or arrears of the President's or Provost's arrival or departure from a CC meeting, respectively.
- CC members will be invited to submit items that they would like CCE to discuss, and perhaps bring to PACC.
- If no nominations are received for positions reserved for Chairs on University-level committees, CCE will be asked to identify a representative to serve on these committees. *[passed by CC, June 4, 2002]*.

**From the University Governance Website:**

<http://www.governance.ualberta.ca/en/GovernanceToolkit/PoliciesandRegulations.aspx>

## **PREVIOUS VERSIONS**

### **EXCERPT FROM THE GFC POLICY MANUAL**

#### **42.2 CHAIRS' COUNCIL**

1. Upon the recommendation of General Faculties Council the Board of Governors may establish a Council of Department Chairs which shall consist of
  - a. the President;
  - b. the Department Chair of each Department;
  - c. such other officers of the University as may be designated by the Council of Department Chairs. (GFC 26 OCT 1981) (BG 04 DEC 1981)
2. The Council of Department Chairs shall elect its own Chair and executive officers for such terms as it may choose. (GFC 26 OCT 1981) (BG 04 DEC 1981)
3. The Council of Department Chairs is an advisory body to the President, the Board, General Faculties Council and Deans' Council and has such powers, duties and functions as may be delegated to it. (GFC 26 OCT 1981) (BG 04 DEC 1981)
4. The Council of Chairs may authorize its Executive to act for the Council as a President's Advisory Committee of Chairs. (GFC 26 OCT 1981) (BG 04 DEC 1981)

**NOTE FROM THE UNIVERSITY SECRETARIAT:** On June 4, 2002, the following proposal was passed unanimously by Chairs' Council:

That in electing a Department Chair to university-level committees, identified in the GFC Policy Manual, there be one call for nominations. If there are no nominations, Chairs' Council Executive will be asked to identify a representative to serve on these committees.



## Provost's Advisory Council of Chairs (PACC) Terms of Reference

### 1. Purpose

PACC is advisory to the Provost and Vice-President (Academic) on emerging issues and initiatives relating to faculties and administrative units reporting to the Provost and Vice-President (Academic). PACC will consider and provide advice on matters referred to it from the Provost and from Deans' Council, Chairs' Council, and Chairs' Council Executive.

### 2. Membership

#### Members

Provost and Vice-President (Academic) (**Chair**)  
Deputy Provost (Chair's Delegate)

Twelve (12) Members of Chairs Council Executive (CCE), as elected by Chairs' Council for two-year terms.

Three (3) Representatives from non-departmentalized Faculties, as selected by the Provost for two-year terms.

Vice-Presidents will attend at the invitation of the Chair.

### 3. Meetings

PACC will normally meet once monthly throughout the academic year (September – June). Meeting schedules are set by the Chair. PACC agendas will be approved and set by the Chair.

Two scheduled PACC meetings will be deemed full Chairs' Council meetings. The President is the Chair of Chairs' Council.

PACC meetings and election to Chairs' Council Executive will be supported by the Committees Manager, Office of the Provost and Vice-President (Academic).

Presented to PACC September 17, 2013  
Revised September 2014 (Membership-Deputy Provost)

FINAL Item No. 15

**Governance Executive Summary**  
**Action Item**

<b>Agenda Title</b>	<b>Draft Agenda for the Meeting of General Faculties Council</b>
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**Motion**

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the June 6, 2022 meeting of General Faculties Council, as set forth in Attachment 1.
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**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Bill Flanagan, President and Chair, GFC Executive Committee
Presenter(s)	Bill Flanagan, President and Chair, GFC Executive Committee

**Details**

Responsibility	GFC Executive Committee
The Purpose of the Proposal is <i>(please be specific)</i>	To approve the Agenda for the General Faculties Council meeting to be held on Monday, June 6, 2022.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	The GFC Executive Committee is responsible for the approval of the agenda for all regular and special meetings of General Faculties Council, ensuring items are ready to be presented to GFC and are ordered and timed appropriately.
Supplementary Notes	

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<b><u>Those who are actively participating:</u></b> Bill Flanagan, President and Vice-Chancellor and Chair, GFC Executive Committee Office of the President Office of the Provost and Vice-President (Academic) University Governance GFC Executive Committee
Approval Route (Governance)	GFC Executive Committee – June 6, 2022

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	Objective 21												
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing. <table border="1" style="width: 100%;"> <tr> <td><input type="checkbox"/> Enrolment Management</td> <td><input type="checkbox"/> Relationship with Stakeholders</td> </tr> <tr> <td><input type="checkbox"/> Faculty and Staff</td> <td><input type="checkbox"/> Reputation</td> </tr> <tr> <td><input type="checkbox"/> Funding and Resource Management</td> <td><input type="checkbox"/> Research Enterprise</td> </tr> <tr> <td><input type="checkbox"/> IT Services, Software and Hardware</td> <td><input type="checkbox"/> Safety</td> </tr> <tr> <td><input checked="" type="checkbox"/> Leadership and Change</td> <td><input type="checkbox"/> Student Success</td> </tr> <tr> <td><input type="checkbox"/> Physical Infrastructure</td> <td></td> </tr> </table>	<input type="checkbox"/> Enrolment Management	<input type="checkbox"/> Relationship with Stakeholders	<input type="checkbox"/> Faculty and Staff	<input type="checkbox"/> Reputation	<input type="checkbox"/> Funding and Resource Management	<input type="checkbox"/> Research Enterprise	<input type="checkbox"/> IT Services, Software and Hardware	<input type="checkbox"/> Safety	<input checked="" type="checkbox"/> Leadership and Change	<input type="checkbox"/> Student Success	<input type="checkbox"/> Physical Infrastructure	
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<input type="checkbox"/> IT Services, Software and Hardware	<input type="checkbox"/> Safety												
<input checked="" type="checkbox"/> Leadership and Change	<input type="checkbox"/> Student Success												
<input type="checkbox"/> Physical Infrastructure													
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act (PSLA)</i> GFC Executive Committee Terms of Reference												



Monday, June 06, 2022

**In-Person Meeting in Council Chambers with option to participate by Zoom**

2:00 PM - 4:00 PM

**OPENING SESSION** 2:00 - 2:05 p.m.

1. Approval of the Agenda Bill Flanagan
2. Report from the President Bill Flanagan

**CONSENT AGENDA** 2:05 - 2:10 p.m.

[If a member has a question or feels that an item should be discussed, they should notify the Secretary to GFC, in writing, two business days or more in advance of the meeting so that the relevant expert can be invited to attend.] Bill Flanagan

3. Approval of the Open Session Minutes of May 2, 2022
4. New Members of GFC
5. Proposed Termination of the Baccalauréat en sciences de l'environnement et de la conservation/BSc in Environmental and Conservation Sciences Donia Mounsef

*Motion: To Recommend Board of Governors Approval*

**ACTION ITEMS**

6. Braiding Past, Present and Future: University of Alberta Indigenous Strategic Plan 2:10 - 2:25 p.m. Florence Glanfield  
Nella Sajlovic

*Motion: To Endorse*

7. Change of Status of Faculty of Extension 2:25 - 2:40 p.m. Wendy Rodgers

*Motion: To Recommend Board of Governors Approval*

8. Proposed Changes to the Terms of Reference for the GFC Academic Planning Committee and the GFC Committee on the Learning Environment, and the Proposed Disbanding of the GFC Facilities Development Committee 2:40 – 2:55 p.m. Jason Acker  
Kate Peters

*Motion: To Approve*

**DISCUSSION ITEMS**

- |     |  |                                |
|-----|--|--------------------------------|
| 9.  | Question Period 2:55 - 3:15 p.m.   | Bill Flanagan                  |
| 10. | Proposed changes to the Sexual Violence Policy and Proposed Student Conduct Policy 3:15 - 3:30 p.m.              | Deborah Eerkes                 |
| 11. | Early consultation on renewal of the Strategic Plan for Equity, Diversity, and Inclusivity (EDI) 3:30 - 3:45 p.m | Wendy Rodgers<br>Evelyn Hamdon |
| 12. | Budget Model 2.0 3:45 – 4:00 p.m.  | Steven Dew<br>Todd Gilchrist   |

### **INFORMATION REPORTS**

[If a member has a question about a report, or feels that a report should be discussed by GFC, they should notify the Secretary to GFC, in writing, two business days or more in advance of the meeting so that the Committee Chair (or relevant expert) can be invited to attend.]

14. Report of the GFC Executive Committee
15. Report of the GFC Academic Planning Committee
16. Report of the GFC Programs Committee
17. Report of the GFC Committee on the Documentation of Indigeneity (CDI)
18. GFC Nominations and Elections
19. Report of the Board of Governors
20. Information Items:
  - A. Report on Metrics
  - B. COVID Decision Tracker
  - C. For the Public Good Final Report
  - D. Centers and Institutes Annual Report
  - E. University of Alberta Technology Strategy
  - F. Report of the Equity, Diversity, and Inclusivity Review of Teaching Awards Working Group
21. Information Forwarded to GFC Members Between Meetings  
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### **CLOSING SESSION**

22. Adjournment  
- Next Meeting of General Faculties Council: September 19, 2022

Documentation was before members unless otherwise noted.

Meeting REGRETS to: Heather Richholt, 780-492-1937, richholt@ualberta.ca  
Prepared by: Kate Peters, 780-492-4733, peters3@ualberta.ca  
University Governance [www.governance.ualberta.ca](http://www.governance.ualberta.ca)