

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, March 13, 2023 meeting:

Agenda Title: **Revisions to the Nomination and Election Guidelines for the GFC Nominee to the Board of Governors**

CARRIED MOTION:

THAT the GFC Executive Committee approve the revisions to the Nomination and Election Guidelines for the GFC Nominee to the Board of Governors as set forth in attachment 1, as amended, to take effect upon approval.

FINAL Item 4

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 March 20, 2023 meeting of General Faculties Council, as set forth in Attachment 1.

FINAL Item 10

FINAL Item No. 4
**Governance Executive Summary
Action Item**

Agenda Title	Revisions to the Nomination and Election Guidelines for the GFC Nominee to the Board of Governors
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Motion

<p>THAT the GFC Executive Committee approve the revisions to the Nomination and Election Guidelines for the GFC Nominee to the Board of Governors as set forth in attachment 1, as amended, to take effect upon approval.</p>

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	University Governance
Presenter(s)	Brad Hamdon, General Counsel and University Secretary Kate Peters, GFC Secretary and Manager of GFC Services

Details

Office of Administrative Responsibility	General Faculties Council
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to seek approval of revised nomination and election guidelines for the GFC Nominee to the Board of Governors
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>GFC Policy 22 (attached) has been removed from the GFC Policy Manual. University Governance has continued to follow the processes outlined in the policy, however, it requires updating to align with current GFC nominations and elections processes and university commitments to Indigenous Initiatives and principles of Equity, Diversity, and Inclusion.</p> <p>University Governance is proposing the following changes as outlined in attachment 1:</p> <ul style="list-style-type: none"> ● The creation of a guidelines document that will be published on the University Governance website for transparency and consistency ● Change to a self-nomination/application that does not require the signatures of five nominators ● Change of category from A1.0 to all academic staff from Category A in order to be in compliance with the <i>Post-Secondary Learning Act</i> (PSLA) ● Change from printed ballots with one vote per voter to ranked-choice electronic voting form ● Addition of Indigenous Initiative, and Equity, Diversity, and Inclusion statement to the application form ● Simplification of language for clarity



Item No. 4

Supplementary Notes and context	<i><This section is for use by University Governance only to outline governance process.></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 Governance Resources section Student Participation Protocol >	<i><u>Those who are actively participating:</u></i> <ul style="list-style-type: none"> University Governance
	<i><u>Those who have been consulted:</u></i> <ul style="list-style-type: none"> Evelyn Hamdon - Senior Advisor, Equity and Human Rights
Approval Route (Governance) (including meeting dates)	GFC Executive Committee, March 13, 2023

Strategic Alignment

Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act</i> <i>GFC Executive Terms of Reference</i> <i>General Faculties Council</i>
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Attachments (each to be numbered 1 - <>)

1. Draft Guidelines-Amended
2. Current Procedure (GFC Policy Manual Section 22)

Prepared by: Heather Richholt, Associate Secretary to General Faculties Council



Post-Secondary Learning Act (PSLA)

In Section 16(3) the PSLA requires that a member of the academic staff of the University of Alberta nominated by General Faculties Council (GFC) serve on the Board of Governors.

Nominations

Through at least two weeks, but preferably four weeks, of messaging broadcasted to all academic staff members at the University, interested members will be encouraged to self nominate for the role. The GFC Secretary will also ask Faculty Deans to notify all academic staff that nominations are being sought.

The University of Alberta is committed to ensuring in their membership and processes, its governing bodies are inclusive of Indigenous worldviews and diverse knowledges and perspectives. This is why messaging will encourage applications from individuals who are or have been historically under-represented at the University of Alberta, including women, visible minorities, Indigenous persons, persons with disabilities, and LGBTQ2S+ persons. In acknowledgement of the fact that a self-nomination process does not always support increased representational diversity, Faculty Deans may consider developing an internal process for encouraging nominations from equity-denied groups and are encouraged to consult with the Offices of the Vice-Provost (Indigenous Programming and Research) and the Vice-Provost (Equity, Diversity and Inclusion).

Nominees must submit an application form which includes:

- A Biographical Sketch (approximately 150 words)
- A Statement of Interest (approximately 150 words)
- A Statement outlining commitments to, experiences with, or interest in advancing Indigenous Initiatives or matters related to Equity, Diversity, and Inclusion (approximately 150 words)

Application information is compiled into a nominee profile and circulated to GFC for election.

Eligibility

Nominees must be employed in Category A throughout the term of appointment to the Board and, in addition, must be willing and able to serve for the full term of the appointment on a continuous basis. A full term on the Board is normally three years (PSLA S 56).

Elections

- The method of election will be by a ranked-choice electronic voting form sent to all members of GFC.
- 50% of GFC voting members will constitute a quorum for the election.
- The voting results will be held in confidence and destroyed one month after the conclusion of the election.
- The individual chosen will be nominated by GFC for appointment by the Minister.

Approved by GFC Executive Committee

Date



- The Executive Committee of General Faculties Council shall be the sole judge of all questions which are incidental to the voting or to the counting of votes.

Links

- [Board Principle Documents](#)
- [GFC Terms of Reference](#)
- [GFC Principle Documents](#)

22. BOARD OF GOVERNORS – ELECTION OF A GFC NOMINEE TO THE BOARD

22.1 RESERVED

22.2 ELECTION PROCEDURES

The method of election shall be by a general ballot sent to all members of GFC with the understanding that the person so elected shall be nominated by General Faculties Council for appointment by the Government. (EXEC 05 DEC 2005)

The Executive Committee of General Faculties Council shall be the sole judge of all questions which are incidental to the voting or to the counting of votes.

22.2.1 Nominations

To obtain nominations the Secretary shall notify all academic staff in Category A1.0, through a notice published in Folio, that nominations of academic staff in Category A1.0 are being sought; that written nominations must be received in the University Secretariat by a specified date; that nominees must agree to let their name stand; and that all nominations must be supported by the signatures of five members of the academic staff in Category A1.0, not including the nominee. (EXEC 05 DEC 2005)

At least two weeks must elapse between the day the advertisement appears in Folio and the deadline for receipt of nominations. (EXEC 05 DEC 2005)

Note: Where GFC policy requires notification through Folio, the Secretary to GFC is permitted to use alternate means (for example, electronic mail) to notify academic staff. (EXEC 17 JUN 2002)

For Categories of Staff, please refer to Section 5 of the GFC Policy Manual.

The Secretary shall remind Deans that they are required to notify all academic staff in Category A1.0 that such nominations are being sought by the appointed date.

The name of any eligible academic staff member in Category A1.0 shall be included on the list of nominees where the name is lodged with the Secretary by the appointed date and supported by the signatures of five other academic staff in Category A1.0.

The academic staff member who serves on the Board of Governors must come from Category A1.0. Nominees must be employed in Category A1.0 throughout the term of appointment to the Board and, in addition, must be willing and able to serve for the full term of the appointment on a continuous basis. A full term on the Board is normally three years. If there is a question about a candidate's eligibility, the GFC Executive Committee will decide. (EXEC 12 JAN 2004) (EXEC 05 DEC 2005)

Staff who are on leave* are NOT eligible to serve as academic staff representatives on the Board of Governors.

* The term 'leave' includes: administrative leave, sabbatical, political, medical, parental, childbirth, disability, assisted, secondment.

22.2.2 Elections

If there are more than twelve nominees, a preliminary election should be held with the top six candidates standing for election and a final ballot used. Should there be between six and twelve nominees the GFC Executive Committee may authorize a direct ballot be used without the necessity of having two elections. In either case, each voter will be permitted to vote for one candidate and the candidate with the highest number of votes on the final ballot will be elected. (EXEC 05 DEC 2005)

In conducting the election the Secretary will observe the following rules of procedure:

- The Secretary will prepare the required number of printed ballots in the form of a list of nominees and blank spaces, so that the voters can check the nominee(s) they desire.
- Candidates for election will be asked to provide a brief biographical and professional description, not exceeding 150 words, to be circulated with the ballot. (EXEC 05 DEC 2005)
- The ballot will include instructions for the election, a ballot form listing nominees in alphabetical order, and two envelopes. One envelope will be marked "ballot" and will be otherwise unidentifiable. The other envelope will be addressed to the campus address of the Secretary to GFC and have the name and the Faculty, department and/or unit of the voter; the envelopes will contain a space for the voter's signature. These mail envelopes will be checked against the voters' list and the "ballot" envelope removed. On the day set for the counting of ballots, the envelopes will be opened and the ballots counted. (EXEC 05 DEC 2005)
- The poll will be closed on a date to be established.
- The date and time by which the ballots must be received in the University Secretariat will be clearly marked on the ballot. (EXEC 05 DEC 2005)

22.2.3 The Ballot Count

- There must be at least a 50% return before ballots are opened and counted. If the minimum number of ballots required for a 50% return is not received by the deadline, the Secretary to GFC (or delegate) will immediately request of the GFC Executive Committee an extension of the original deadline. Upon approval by the GFC Executive Committee of such an extension, the Secretary to GFC shall notify the original electorate of the extension. If the GFC Executive Committee chooses not to grant an extension to the original deadline, a new election will be held. (EXEC 05 DEC 2005)
- The Secretary will name the counting day and will so inform the candidates. (EXEC 05 DEC 2005)
- Each candidate may name a scrutineer to observe the counting of ballots. (EXEC 05 DEC 2005)
- In recording the ballots cast the Secretary will ignore blanks, and will not credit illegal votes to any nominee.
- If in unfolding the ballots it is found that two or more filled-out ballots are folded

together, they will be recorded as illegal votes.

- If a ballot is enclosed in an envelope which is not signed by the voter, it will be excluded in determining the number of votes cast.
- Proxy voting will not be permitted.
- In the event of a tie vote, the Chair of GFC shall cast a ballot to break the tie. (EXEC 05 DEC 2005)
- The Secretary will report to the Chair of General Faculties Council the name of the candidate with the greatest number of votes.
- General Faculties Council will nominate this candidate to the Government for membership on the Board of Governors.
- After completion of the election the ballots returned will be retained by the Secretary for one month and then destroyed.

(GFC 29 APR 1968)	(EXEC 18 NOV 1996)
(GFC 26 SEP 1977)	(EXEC 9 NOV 1998)
(GFC 28 APR 1980)	(EXEC 12 JAN 2004)
(GFC 27 JAN 1986)	(EXEC 05 DEC 2005)
(GFC 28 NOV 1988)	(EXEC 05 MAY 2008)
(EXEC 13 FEB 1989)	
(EXEC 16 SEP 1996)	



**Governance Executive Summary
Action Item**

Agenda Title	Draft Agenda for the Meeting of General Faculties Council
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Motion

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the March 20, 2023 meeting of General Faculties Council, as set forth in Attachment 1.

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, March 20, 2023.
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)	<u><i>Those who are actively participating:</i></u> 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 – March 20, 2023

Strategic Alignment

Alignment with <i>For the Public Good</i>	Objective 21												
Alignment with Institutional Risk Indicator	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0"> <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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Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act (PSLA)</i> GFC Executive Committee Terms of Reference												



Prepared by: Kate Peters, Secretary to GFC, University Governance

Monday, March 20, 2023
Council Chamber
2:00 PM - 4:00 PM

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

1. Approval of the Agenda Bill Flanagan
2. Comments from the Chair (no documents) 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 February 27, 2023
4. New Members of GFC

ACTION ITEMS

- 5 Undergraduate Embedded Certificate Framework 2:10 - 2:20 p.m. Janice Causgrove Dunn
Motion: To Approve
- 6 Budget Model Principles 2:20 - 2:45 p.m. Verna Yiu
Todd Gilchrist
Motion: To Recommend Board of Governors Approval

DISCUSSION ITEMS

- 7 Question Period 2:45 - 3:15 p.m. Bill Flanagan
- 8 General Faculties Council Terms of Reference and Replenishment Procedure 3:15 - 3:35 p.m. Jerine Pegg
Kate Peters
- 9 Proposed Revisions to the Awards for Teaching Excellence Policy 3:35 - 3:45 p.m. Karsten Mundel
Tracy Raivio
- 10 College Model Review 3:45 – 4:00 p.m. Dru Marshall
Verna Yiu

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.]

- 11 Report of the GFC Executive Committee
- 12 Report of the GFC Academic Planning Committee
- 13 Report of the GFC Programs Committee
- 14 GFC Nominations and Elections
- 15 Information Items:
 - A.
 - B.
 - C.
- 16 Information Forwarded to GFC Members Between Meetings
 - Request for feedback - Items from GFC
 - Dropped Zoom Call

CLOSING SESSION

- 17 Adjournment
 - Next Meeting of General Faculties Council: April 17, 2023

Presenter(s):

Bill Flanagan	President and Vice-Chancellor, University of Alberta
Verna Yiu	Interim Provost and Vice-President (Academic)
Todd Gilchrist	Vice-President (University Services and Finance)
Jerine Pegg	Professor, University of Alberta
Kate Peters	GFC Secretary and Manager, GFC Services
Karsten Mündel	Acting Vice Provost (Learning Initiatives)
Tracy Raivio	Professor, Faculty of Science
Janice Causgrove Dunn	Vice-Provost (Programs)
Dru Marshall	Provost Emeritus, University of Calgary

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