
The following Motions and Documents were considered by the GFC Executive Committee at its Monday, May 15, 2023 meeting:

Agenda Title: **Three-year Review of the GFC Terms of Reference**

CARRIED MOTION:

THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed revisions to the GFC Terms of Reference as set forth in attachment 1, and receive for information the Reapportionment Procedure which has been reformatted for clarity, to take effect upon approval.

FINAL Item 6.

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 May 29, 2023 meeting of General Faculties Council, as set forth in Attachment 1, as amended.

FINAL Item 9.



Decision **Discussion** **Information**

ITEM OBJECTIVE: The proposal is before the committee for decision on the proposed revisions stemming from the work of the GFC Executive Governance and Procedural Oversight Committee (GPO) to conduct a three-year review of the General Faculties Council (GFC) Terms of Reference (ToR) and Reapportionment Procedure. GPO has completed their review of the ToR, excluding composition, and of the Reapportionment Procedure.

DATE	May 15, 2023
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	General Faculties Council (GFC)

MOTION:

THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed revisions to the GFC Terms of Reference as set forth in attachment 1, and receive for information the Reapportionment Procedure which has been reformatted for clarity, to take effect upon approval.

EXECUTIVE SUMMARY:

Proposed changes to GFC ToR:

- Mandate and Role – Alignment of language with the *Post-Secondary Learning Act (PSLA)* and addition of links to relevant resources and documents.
- Areas of Responsibility – Alignment with language in the Principles Documents for clarity and consistency.
- Composition – GPO has not proposed any changes to the membership of GFC at this time - see GFC Composition below. Editorial changes to the composition have been included to clarify the position of the Director of Extension who is no longer a Faculty Dean, to update full-time academic staff from category A and replace “faculty” with “academic staff” to align with the *PSLA*, and to divide the appointed members into categories.
- Delegated Authority from the Board of Governors – The Board will be asked to consider these delegations and whether they should be updated to align with current practices. For example, Faculties no longer have individual Immunization regulations and General Space Programs are no longer developed.
- Responsibilities Additional – Considered whether the first meeting in September is appropriate for budget information.
- Delegations from GFC – Updated language to refer to the *PSLA* and links added to the Principles and list of delegations.
- Communicating and Reporting – Addition of language from the *PSLA*.



Proposed changes to the Reapportionment Procedure:

The Reapportionment Procedure has been rewritten in plain language and reformatted for clarity. There are no changes to content.

Supporting Materials on GFC Composition:

1. Staff and Student Counts
2. Report of the Ad Hoc Committee on Student Representation on the General Faculties Council (Approved by GFC February 3, 1971)
3. Comparator Institution Data
4. Composition of UAlberta GFC
5. Feedback on Draft GFC ToR and Reapportionment
6. Feedback on GFC Composition

Attachments

1. GFC ToR-Tracked Changes document
2. Draft and Current Reapportionment Procedure



SCHEDULE A:

Engagement and Routing

Consultation and Stakeholder Participation / Approval Route (parties who have seen the proposal and in what capacity) <[Governance Resources Section Student Participation Protocol](#)>

Those who are actively participating:

GPO - Apr 4, Nov 28, 2022, Jan 23, Feb 6, 2023, March 27, 2023

GFC Executive Committee - February 13, 2023, March 13, 2023

Those who have been consulted:

General Faculties Council - February 27, 2023, March 20, 2023 (Item deferred)

Online feedback available since February 27, 2023

Those who have been informed:

AASUA

Approval Route:

GFC Executive Committee (for recommendation)

GFC (for approval)

Supplementary Notes / Context:



1. Mandate and Role of ~~the Committee~~Council

The University of Alberta is governed bicamerally by the Board of Governors and General Faculties Council (GFC); they share and balance power within the University and are called upon to provide both oversight and strategic vision. The proper functioning of the Board and GFC are essential to the university's institutional autonomy and the processes of collegial academic governance.

GFC is the University's senior academic governing body defined in the *Post-Secondary Learning Act (PSLA)* and is responsible for the **academic affairs** of the University, subject to the authority of the Board of Governors. The Board of Governors has primary responsibility for the business affairs of the institution.

- [Post-Secondary Learning Act](#)
- [GFC Meeting Procedural Rules](#)
- [Roles and Responsibilities of Members](#)
- [GFC and Committee Member Guidebook](#)
- [Board of Governors Principles Documents](#)

2. Areas of Responsibility

General Faculties Council (GFC) operates by authority of the *Post-Secondary Learning Act (PSLA)*. [According to the PSLA, GFC is responsible for the academic affairs of the university. The full list of GFC authorities is outlined in section 26, and GFC's responsibilities regarding Student Discipline are outlined in section 31. In addition to specified powers and authorities, GFC may also make recommendations to the Board of Governors on any matters considered by the General Faculties Council to be of interest to the university \(section 26\(1\)\(o\)\).](#)

The PSLA allows GFC to delegate its responsibilities to GFC standing committees and other persons. GFC has delegated authority on many matters to GFC standing committees, faculty councils, officials of the University, and other bodies (see Section 6), thus allowing it to focus on high level strategic items of academic significance which include, but are not limited to:

- high level strategic and academic stewardship policy issues or matters of significant academic consequence to the University;
- alterations to the mandate, terms of reference, composition, or structure of a Standing Committee; [and](#)
- those ~~things which matters that~~ a Standing Committee, [body, or officer holding delegated authority from GFC](#) considers to be of major strategic significance to or long-term impact on the University; ~~those matters on which, in the opinion of a Standing Committee chair, there has been a strong division of opinion within the Standing Committee; and~~ ~~issues in which there is a lack of clarity as to which Standing Committee is responsible.~~

3. Composition

Voting Members (158)

Statutory:

Ex-officio (26) – PSLA, Sec 23(a)

- President, Chair
- Vice-Presidents (5)
- Dean of each Faculty (~~18~~17)
- [Associate Vice President, Online and Continuing Education \(Director of Extension\)](#)
- Vice-Provost and Chief Librarian
- Vice-Provost and University Registrar

Statutory Students Members (3) – PSLA, Sec 23(c)

- 2 students nominated by the Students' Union
- 1 student nominated by the Graduate Students' Association

Elected Academic Staffmembers (52) – PSLA, Sec 23(b)

- full-time academic staff ([A1.1 and A1.6 Category A](#)) elected by Faculty/School Council in the numbers assigned by GFC

Appointed – PSLA, Sec 23(d):

[Ex-Officio and Affiliate Members \(8\)](#)

- [Vice-Provost and Dean of Students, or delegate](#)
- [3 College Deans](#)
- [President of AASUA](#)
- [President of NASA](#)
- [President of St. Joseph's College, or delegate](#)
- [Principal of St. Stephen's College, or delegate](#)

[Board of Governors Representatives \(6\)](#)

- [1 academic staff member, nominated to the Board by GFC](#)
- [1 academic staff member, nominated to the Board by AASUA](#)
- [2 undergraduate students, nominated to the Board by the Students' Union](#)
- [1 graduate student, nominated to the Board by the Graduate Students' Association](#)
- [1 non-academic staff, nominated to the Board by NASA](#)

Elected Students (52)

- undergraduate students (39)
- graduate students (13)

Elected Staff (11)

- [1 representative from Chairs' Council](#)
- [2 non-academic staff; elected by NASA, up to 1 may be from excluded category](#)
- [1 APO/FSO Representative, elected by AASUA](#)
- [2 Academic Teaching Staff \(ATS\), elected by AASUA](#)
- [3 library academic staff elected by the academic staff of the University Library](#)
- [1 Postdoctoral Fellow, elected by the Postdoctoral Fellows Association](#)
- [1 elected Management and Professional Staff \(MAPS\) representative, election conducted by University Governance](#)

Other appointees (25)

- Vice-Provost and Dean of Students, or delegate
- President of AASUA
- President of St. Joseph's College, or delegate
- Principal of St. Stephen's College, or delegate
- 1 representative from Chairs' Council
- Board of Governors Representatives (6)
- 1 academic staff member, nominated to the Board by GFC
- 1 academic staff member, nominated to the Board by AASUA
- 2 undergraduate students, nominated to the Board by the Students' Union
- 1 graduate student, nominated to the Board by the Graduate Students' Association
- 1 non-academic staff, nominated to the Board by NASA
- 2 non-academic staff; elected by NASA, up to 1 may be from excluded category
- 1 APO/FSO Representative, elected by AASUA
- 2 Academic Teaching Staff (ATS), elected by AASUA
- 3 library academic staff elected by the academic staff of the University Library
- 1 Postdoctoral Fellow, elected by the Postdoctoral Fellows Association
- 1 elected Management and Professional Staff (MAPS) representative, election conducted by University Governance
- 3 College Deans
- President of NASA

Reapportionment of elected [academic staff](#) and student seats takes place every three years with at least one [academic staff member](#) and one student per Faculty.

Each Faculty shall adopt a method of election for their respective elected [academic staff](#) representatives to GFC. Academic staff members serve three year terms, elected individuals may serve more than one term. Faculties may elect members to serve one- or two-year terms in order to provide overlapping terms. Persons on leave normally do not serve.

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.

The President will chair GFC. In the absence of the President, GFC will be chaired by the Provost or by the Dean serving on the GFC Executive Committee.

Non-voting Members

- University Secretary
- GFC Secretary

4. Delegated Authority from the Board of Governors

Should be reviewed at least every three years and reported to GFC and the Board.

- 4.1 Physical Testing and Immunization of Students - individual Faculty regulations (sub-delegated to GFC Programs Committee)

4.2 General Space Programs for academic units (sub-delegated to GFC Facilities Development Committee)

4.3 Proposals concerning the design and use of all new facilities and the repurposing of existing facilities

5. Responsibilities Additional to Delegated Authority

5.1 Receive an information session on the proposed budget each year just prior to being introduced to the Board approval process, ~~and receive information on the budget, however 'soft', at the first GFC meeting in September.~~

6. Delegations from General Faculties Council

Should be reviewed at least every three years and reported to GFC.

6.1 ~~per section 26(3), The~~ the PSLA allows GFC to delegate its responsibilities to GFC standing committees and other persons. [Limitations to delegations of authority are outlined in GFC Committee Terms of Reference. Principles and s](#)Specific delegations from GFC are outlined in the following [documents](#):

- [Principles for GFC Delegation of Authority](#)
- [Principles for GFC Standing Committee Composition](#)
- [GFC Delegations of Authority List](#)
[GFC Delegations](#)

7. Limitations to Authority

GFC is subject to the authority of the Board of Governors

8. [Communicating Recommendations and Reporting](#)

[GFC recommendations to the Board of Governors are communicated by the Chair of GFC as per section 26\(2\) of the PSLA.](#)

GFC reports regularly to the Board of Governors with respect to its activities and decisions through the GFC nominee to the Board of Governors.

9. Definitions

Reapportionment – The process by which the number of members that may be elected by each Faculty is determined. This number ~~of~~ elected ~~academic staff~~ ~~faculty~~ members shall be proportional to the number of ~~academic staff~~ ~~faculty~~ members in each Faculty. The number of elected undergraduate student members shall be proportional to the number of undergraduate students in each Faculty. ~~It is, in effect, a "representation-by-population" system.~~ Reapportionment occurs every three years.

Academic staff – as defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#) in UAPPOL

Non-Academic staff – as defined by the [Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) in UAPPOL

AASUA – [Association of Academic Staff University of Alberta](#)

NASA – [Non-Academic Staff Association](#)

Repurposing – Significant changes to the use of a facility, as determined by the Vice-President (Facilities and Operations) or delegate.

University Facilities – All lands, buildings, and space owned, operated, or leased by or from the University of Alberta (as per UAPPOL).

10. Links

[Procedure for Reapportionment](#)

[GFC Apportionment Table](#)

[Post-Secondary Learning Act \(2003\)](#)

Approved by General Faculties Council:

April 29, 2019

September 20, 2021

October 17, 2022

November 14, 2022

[Updated approval date](#)



The statutory members of General Faculties Council (GFC) are set out in the GFC Terms of Reference according to provisions in the *Post-Secondary Learning Act* (PSLA).

- Sections 23 and 24 of the *PSLA* determine the persons who are members of GFC by virtue of their office (ex-officio) and the number of academic staff members who are elected by their Faculty or School.
- Section 23 requires that the council of the students' association appoint two student members and that the graduate students' association appoint one student member.

As set out in section 25 of the *PSLA*, the statutory members have, in the past, decided to appoint additional members to the GFC composition. In 1971, they voted to include a number of elected student members equal to the number of statutory elected academic staff members on GFC. Undergraduate student members are elected by the students in their Faculty in an election conducted by the UA Students' Union. The Graduate Students' Association conducts the election of graduate student members.

Reapportionment of statutory academic staff members is conducted according to section 24 of the *PSLA*. The number of elected members per Faculty is determined based on the proportion of the total number of full-time academic staff in the Faculty to the total across all Faculties. Each Faculty has at least one academic staff member. Reapportionment of student seats is conducted in a like manner and each Faculty has at least one undergraduate student member.

Reapportionment is the responsibility of the GFC Secretary. The process is conducted every three years, or when the number of academic staff or students in a Faculty changes significantly, or when there is a change to the number of statutory ex-officio seats on GFC.

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REAPPORTIONMENT OF GENERAL FACULTIES COUNCIL (GFC)

INTRODUCTION

Sections 23 and 24 of the *Post-Secondary Learning Act (PSLA)* and General Faculties Council's (GFC's) own Terms of Reference govern the apportionment of faculty seats on GFC. The Secretary to GFC is directed to determine the number of members that may be elected by each Faculty which, so far as is reasonably possible, shall be in the same proportion to the total number of elected faculty members as the number of faculty members in each Faculty is to the total number of elected members in all the Faculties. It is, in effect, a "representation-by-population" system.

Undergraduate seats are apportioned in like manner.

In accordance with GFC regulations, Faculties with at least six (6) full-time faculty members must have a representative on GFC. In accordance with practice, all Faculties have at least one undergraduate student representative.

DETAIL

1. In accord with policy approved by GFC, reapportionment is normally done once every three (3) years:

*GFC Terms of
Reference
Section 2:*

"Reapportionment

On the direction of the General Faculties Council, from time to time the registrar [see below] shall

a. establish the total number of elected members to be on the general faculties council, which shall be twice the number of persons who are members of the general faculties council by virtue of their offices, and

b. determine and assign to each faculty and school the number of members that may be elected by that faculty or school, which so far as is reasonably possible shall be in the same proportion to the total number of elected members as the number of full time members of the academic staff of the faculty or school is to the total number of full time members of the academic staff of all the faculties and schools. (PSLA Section 24(2))

Responsibility for the reapportionment of GFC in practice resides with the Secretary to GFC.

Reapportionment of seats on GFC shall be completed every third year except when there has been a significant shift in faculty or student numbers or a change to the ex officio seats on GFC.(EXEC 13 FEB 1995)

There shall be at least one elected representative for every Faculty with a full-time instructional staff of 6 or more. (GFC 29 APR 1966)



Decision Discussion Information

ITEM OBJECTIVE: To approve the Agenda for the General Faculties Council meeting to be held on Monday, May 29, 2023.

DATE	May 15, 2023
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	GFC Executive Committee

MOTION:

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the May 29, 2023 meeting of General Faculties Council, as set forth in Attachment 1, as amended.

EXECUTIVE SUMMARY:

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.

Supporting Materials:

Attachment 1: Draft Agenda for the General Faculties Council Meeting of May 29, 2023

Engagement and Routing

Consultation and Stakeholder Participation / Approval Route (parties who have seen the proposal and in what capacity) <[Governance Resources Section Student Participation Protocol](#)>

Those who are actively participating:

- 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: GFC Executive Committee – May 15, 2023 – For discussion

Supplementary Notes / Context:



Monday, May 29, 2023
Council Chambers
2:00 PM - 4:00 PM

OPENING SESSION

1. Approval of the Agenda 2:00 – 2:05 p.m. Bill Flanagan
2. Comments from the Chair 2:05 – 2:10 p.m. Bill Flanagan
 - Update on the Clean Air Strategy
 - Budget Model 2.0

CONSENT AGENDA 2:10 – 2:15 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 April 17, 2023
4. New Members of GFC
5. School of Library and Information Studies

ACTION ITEMS

6. University Strategic Plan 2:10 - 2:30 p.m. Verna Yiu
7. Undergraduate Embedded Certificate Framework 2:30 - 2:45 p.m. Janice Causgrove Dunn
8. FGSR Graduate Exam Committee Membership 2:45 - 3:00 p.m. Kathryn Todd
Roger Epp
Micah True
9. Three-year Review of the GFC Terms of Reference 3:00 - 3:10 p.m. Jerine Pegg

DISCUSSION ITEMS

10. Question Period 3:10 - 3:30 p.m. Bill Flanagan
11. Strategic Plan for Research and Innovation 3:30 p.m. - 4:00 p.m. Aminah Robinson Fayek

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.]

- 13 Report of the GFC Executive Committee
- 14 Report of the GFC Academic Planning Committee
- 15 Report of the GFC Programs Committee
- 16 Report of the GFC Committee on the Learning Environment
- 17 Report of the GFC Committee on the Documentation of Indigeneity
- 18 GFC Nominations and Elections
- 19 Information Items:
 - A. Briefing Note WIL Admin Terminations
 - B. Centres and Institutes Annual Report
 - C. Faculty of Graduate Studies (FGSR) Year in Review
 - D. [Teaching in the context of AI](#)
 - E. TRC Report to Community Dashboard (Update)
 - F. Budget Model 2.0
- 20 Information Forwarded to GFC Members Between Meetings
 - COMING SOON: GFC Nominee to the Board Election Survey
 -

CLOSING SESSION

- 21 Adjournment
 - Next Meeting of General Faculties Council: September 19, 2023

Presenter(s):

Bill Flanagan	President and Vice-Chancellor, University of Alberta
Verna Yiu	Interim Provost and Vice-President (Academic)
Janice Causgrove Dunn	Vice-Provost (Programs)
Kathryn Todd	Deputy Provost (Academic)
Jerine Pegg	Professor, University of Alberta
Aminah Robinson Fayek	Vice-President (Research and Innovation)

Documentation was before members unless otherwise noted.

Meeting REGRETS to: Heather Richholt, 780-492-1937, richholt@ualberta.ca
Prepared by:
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