



1. Purpose of the Committee

The purpose of the General Faculties Council (“**GFC**”) Committee on the Learning Environment and Student Affairs (the “**Committee**”) is to consider matters related to the Learning Environment and student affairs and make decisions regarding Student Accountability.

2. Delegated Authority from GFC

In furtherance of the purpose of the Committee, and as permitted by the PSLA, GFC has delegated to the Committee the following powers, duties and functions:

2.1. Academic Affairs - PSLA s. 26(1)

GFC is responsible for the academic affairs of the University and, pursuant to subsection 26(1)(o) of the PSLA, can make recommendations to the Board with respect to the Learning Environment. GFC has delegated to the Committee the authority to:

- (a) consider and, if deemed appropriate, advise GFC as to recommendations to be made by GFC to the Board concerning the Teaching, Learning and Evaluation Policy; and
- (b) approve revisions to and creation of procedures and appendices associated with the Teaching, Learning and Evaluation Policy.

2.2. Academic and Campus Planning - PSLA s. 19 and 26(1)(o)

GFC has the authority to make recommendations to the Board with respect to academic planning and campus planning. GFC has delegated to the Committee the authority to consider and, as appropriate, advise GFC as to recommendations to be made by GFC to the Board on:

- (a) the Learning Environment;
- (b) University-wide strategies for learning and teaching; and
- (c) the furnishing and equipping of existing and newly erected buildings.

In addition, GFC has delegated to the Committee the responsibility to receive reports concerning:

- (d) pedagogy, teaching and learning; and
- (e) administrative units which support Teaching related activities.

2.3. Libraries - PSLA s. 26(1)(k)

Pursuant to subsection 26(1)(k) of the PSLA, GFC has the authority to make rules and regulations for the management and operation of libraries. GFC has delegated to the Committee the power and duty to:



- (a) consider and make recommendations to GFC as to regulations for the management and operations of libraries;
- (b) receive annual reports concerning:
 - (i) University museums and collections; and
 - (ii) library services.

2.4. Evaluations and Examinations - PSLA s. 26(1)(e)

Pursuant to subsection 26(1)(e) of the PSLA, GFC has the authority to consider and make decisions on the reports of faculty councils as to the appointment of examiners and the conduct and results of examinations in the Faculties. GFC has delegated to the Committee the authority to approve:

- (a) Evaluation Procedures and Examinations Regulations set out in the University Calendar or elsewhere; and/or
- (b) the Assessment and Grading Policy; and
- (c) Faculty-level policies and regulations for final examinations; and
- (d) receive, discuss, and provide feedback on reports related to evaluations and examinations.

2.5. Supervision of Student Affairs - PSLA s. 31(1)

Pursuant to subsection 31(1) of the PSLA, GFC has general supervision of student affairs at the University and in particular, but without restricting the generality of the foregoing, GFC may, subject to a right of appeal to the Board, discipline students attending the University. GFC has delegated to the Committee the authority to approve recommended changes to policies and procedures for:

- (a) student conduct and student academic integrity;
- (b) conduct in student residences; and
- (c) practicum intervention.

In addition, GFC has delegated to the Committee the responsibility to:

- (d) receive, discuss, and provide feedback on reports concerning:
 - (i) student engagement, student educational experience, and support for teaching;
 - (ii) the Office of the Student Ombuds;



- (iii) student conduct and student academic integrity;
- (iv) statistical summaries on cases of Student Accountability dealt with by;
 - (1) Faculties,
 - (2) the Student Conduct Officer,
 - (3) the Vice-Provost and University Registrar,
 - (4) the UAB,
 - (5) the SMAP,
 - (6) the AAC, and
 - (7) the PRB,
 - (8) residences

and forward such reports to GFC for information.

3. Limitations on Delegated Authority

3.1. Notwithstanding the foregoing, the following powers, duties and functions are expressly reserved by GFC and have not been delegated to the Committee as part of the Delegated Authority:

(a) All proposed amendments to the following are forwarded to GFC for recommendation to the Board for approval:

- (i) Section 11.8.9 of the COAB; and
- (ii) Sections 87.5 through and including 87.10 of the PIP.

(b) Substantial proposals related to Evaluation Procedures, Examinations Regulations or the Assessment and Grading Policy.

(c) Substantial proposals for changes to:

- (i) student conduct and student academic integrity;
- (ii) conduct in student residences; and
- (iii) practicum intervention.



3.2. Recommendations made pursuant to these Terms of Reference are subject, where applicable, to the Collective Agreement. In the event there is a conflict or inconsistency between one or more recommendations made pursuant to these Terms of Reference and the Collective Agreement, the terms of the Collective Agreement will prevail.

4. Sub-delegation of Authority

Pursuant to subsection 26(3) of the PSLA, GFC may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of subdelegation. GFC hereby authorizes the Committee to sub-delegate to the Provost and Vice-President (Academic) of the University the approval of Minor changes to faculty-level policies and regulations for final examinations.

5. Reporting Obligation(s)

A written report will be put before GFC by the Committee at each regularly scheduled meeting of GFC, which shall summarise the activities and decisions of the Committee since the last meeting of GFC.

6. Composition of the Committee

Voting Members (19)

Chair (1)

- Provost and Vice-President (Academic)

Ex-officio (7)

- Vice-Provost and University Registrar
- Vice-Provost and Chief Librarian
- Vice-Provost and Dean, Faculty of Graduate & Postdoctoral Studies
- Vice-Provost and Dean of Students
- Vice-President (Academic), Students' Union
- Vice-President (Student-life), Students' Union
- President, Graduate Students' Association

Elected by GFC (11)

- 4 academic staff from Category A from GFC – one of whom will be elected by the committee to serve as Vice Chair
- 1 academic teaching staff (A2.1, A2.2) from at-large
- 1 non-academic staff (S1.0, S2.0) from at-large
- 1 librarian from at-large
- 1 Chair
- 1 Faculty Dean
- 1 undergraduate student from at-large
- 1 graduate students from GFC

Non-Voting/Resource Members

- University Secretary



- GFC Secretary
- Associate Vice-President and Chief Information Officer (Information Services and Technology)
- Executive Director, Centre for Teaching and Learning
- Manager, Student Conduct and Accountability
- Appeals and Compliance Coordinator as defined in policy
- Director of University of Alberta Protective Services
- Director, Residence Occupancy, Life, Education, and Services
- Representative from the Office of the Student Ombuds
- Lead, Sexual and Gender-based Violence Response

The Committee may, in its sole discretion, and at any time, appoint one additional member to the Committee where the Committee is of the opinion that such additional member will bring a particular perspective, expertise and/or knowledge to the Committee that will serve to enhance its work. The procedure for such an appointment is within the discretion of the Committee, provided that the procedure is demonstrably fair and transparent.

7. Definitions and Interpretation

7.1. In these Terms of Reference, and in addition to terms otherwise defined in these Terms of Reference, the following terms have the following meanings:

- (a) **“AAC”** means the Academic Appeals Committee, as established by GFC;
- (b) **“Academic Staff”** has the meaning set out in the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#) as filed and located in UAPPOL;
- (c) **“Assessment and Grading Policy”** means the *Assessment and Grading Policy* as filed and located in UAPPOL;
- (d) **“Board”** means the board of governors of the University;
- (e) **“COAB”** means the *Code of Applicant Behaviour* as filed and published in the University Calendar;
- (f) **“COSB”** means the *Code of Student Behaviour* as filed and published in the University Calendar;
- (g) **“Collective Agreement”** means the then-current collective agreement between the University and the Association of the Academic Staff of the University of Alberta;
- (h) **“Discipline”** is as understood in the PSLA, and means:
 - (i) to fine a student of the University;



- (ii) to suspend the right of a student to attend the University or to participate in student activities, or both; and/or
- (iii) to expel a student from the University;
- (i) **“Evaluation Procedures”** means the regulations for evaluation and grading system weighting of term work, final examinations, course requirements, evaluations of students, requirements for course outlines, graduate examinations, as set out in the *University Calendar* and approved by GFC;
- (j) **“Examinations regulations”** means the procedures for the conduct of exams, term examinations, final examinations, notification of results, reexaminations, and deferred final exams as set out in the *University Calendar* and approved by GFC;
- (k) **“Faculty”** means a division of the University governed by a faculty council that is entitled, among other things, to determine the programs of study for which the faculty is established;
- (l) **“Learning Environment”** means Physical and virtual support systems including the:
 - (i) suitability of physical and virtual environments and use of education technology;
 - (ii) availability of teaching assistants, accessibility accommodations and other supports; and,
 - (iii) scheduling of course meeting times and/or online module availability;
- (m) **“PIP”** means the University's *Practicum Intervention Policy*;
- (n) **“PRB”** means the Practice Review Board, as prescribed within the PIP;
- (o) **“PSLA”** means the *Post-secondary Learning Act* S.A. 2003, c. P-19.5, as may be amended from time to time;
- (p) **“SAIP”** means the *Student Academic Integrity Policy*;
- (q) **“SCP”** means the *Student Conduct Policy*;
- (r) **“SMAP”** means the Student Misconduct Appeal Panel as prescribed within the Student Conduct Policy and the Student Academic Integrity Policy;
- (s) **“Student Accountability”** means the processes to hold students accountable for behaviour that is contravention of the SCP, SAIP, and the Residence and Community Standards and includes Discipline as defined by the PSLA.
- (t) **“Student Conduct Officer”** formerly known as the “Discipline Officer” means the role defined in the Student Conduct Policy and the SAIP and previously defined in the COSB for making decisions on student conduct appropriate sanctions;



- (u) **“Support Non-Academic staff”** are as defined in the [Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) as filed and located in UAPPOL;
- (v) **“Teaching and Learning Technologies”** means, collectively, communication, information and technological tools used to enhance learning, teaching and assessment at the University;
- (w) **“Teaching, Learning and Evaluation Policy”** means the GFC approved principles that will apply to teaching and learning and to the evaluation of teaching and learning at the University;
- (x) **“UAB”** means the University Appeal Board as prescribed within the COSB; and
- (y) **“University”** means the University of Alberta, a comprehensive academic and research university defined under the PSLA and legally referred to as “The Governors of the University of Alberta”.

7.2. For the better understanding and interpretation of these Terms of Reference:

- (a) proposals for recommended changes to Evaluations and Examinations, or others changes within the scope of the authority of the Committee, may be characterized as **Substantial, Major** or **Minor** in nature:
 - (i) a **“Substantial”** proposal:
 - (1) contemplates a significant change to existing practice, regulation and/or technology that could be expected to have an impact on students in one or more Facilities; or
 - (2) requires an assessment of reputational or academic risks to the University;
 - (ii) a **“Major”** proposal:
 - (1) contemplates significant modifications to substantive content; and/or
 - (2) requires the establishment of, or modifications to, regulatory content, reasonably expected to lead to significant administrative and/or academic impacts on the proposing Faculty or other Faculties or the University;
 - (iii) a **“Minor”** proposal:
 - (1) contemplates minimal modifications to substantive content; and/or
 - (2) requires the establishment of, or modifications to, regulatory content, not reasonably expected to lead to significant administrative and/or academic impacts on the proposing Faculty or other Faculties or the University. If there is

any dispute or question as to which of the above categories a proposal falls under, the GFC Executive Committee will decide.

- (b) As used in these Terms of Reference the term “**student**” has the meaning given to such term in the PSLA.
- (c) The term “**regulation**” includes rules, procedures, policies, standards, frameworks and other regulatory content approved by GFC and articulated in the University Calendar or UAPPOL policies.
- (d) Words importing the singular number include the plural and *vice versa*.
- (e) All references in these Terms of Reference to any legislation, rule, regulation or code shall be read inclusive of amendments, reenactments, consolidations or replacements to the same as may be made from time to time, and reference herein to a particular provision of any legislation, rule, regulation or code shall be read as referring to such amended, reenacted, consolidated or replaced provision.
- (f) Section 3.2 of these Terms of Reference is subject to the Board having delegated its power, duty and function to administer and adjudicate appeals of student discipline decisions. As of the date of approval of these Terms of Reference, the Board has delegated said power, duty and function to GFC in accordance with section 62 of the PSLA.
- (g) The authority conferred upon GFC by virtue of subsection 26(1) of the PSLA is, in all respects, subject to the authority of the Board, and, where the context requires, these Terms of Reference shall be read with awareness and recognition of the foregoing.

8. Supplemental Information

[Assessment and Grading Policy and Procedures](#)

[Academic Regulations](#) – University of Alberta Calendar

[Centre for Teaching and Learning](#)

[Code of Student Behaviour](#)

[Code of Applicant Behaviour Examination Regulations](#)

[Course Requirements, Evaluation Procedures and Grading](#) – University of Alberta Calendar

Framework for Effective Teaching (see the [Teaching, Learning and Evaluation Policy](#))

[Office of the Student Ombuds](#)

[Practicum Intervention Policy](#)

[Residence Community Standards Policy](#)

[Student Conduct Policy](#)

[Student Input to the Evaluation of Teaching and Learning Procedure](#)

[Teaching, Learning and Evaluation Policy](#)

Approved by General Faculties Council (GFC):
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