



General Faculties Council
Undergraduate Awards and Scholarship Committee
Approved Open Session Minutes

Tuesday, February 11, 2014
2-15 South Academic Building (SAB)
2:00 PM - 4:00 PM

ATTENDEES:

Voting Members:

Katalin Bimbo	Chair, Academic Staff
Nadir Erbilgin	Member, Academic Staff
Clive Hickson	Member, Academic Staff, Cross-Representative from the GFC Academic Standards Committee
Amy Tse	Member, Academic Staff

Non-Voting Members:

Mien Jou	Member (Delegate), Senior Development Officer, Office of Development, Resource
Perry Thorbourne	Member, Assistant Registrar (Student Awards), Office of the Registrar, Resource
Rob Washburn	Member (Delegate), Dean of Students, Resource

Presenter(s):

Katalin Bimbo	Chair, GFC Undergraduate Awards and Scholarship Committee
Rachel de Leon	Bursary Program Coordinator, University Bursaries and Emergency Funding
Perry Thorbourne	Assistant Registrar (Student Awards), Office of the Registrar

Staff:

Garry Bodnar, Acting Coordinator, GFC Undergraduate Awards and Scholarship Committee

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Presenter(s): Katalin Bimbo, Chair, GFC Undergraduate Awards and Scholarship Committee

Motion: Erbilgin/Tse

THAT the GFC Undergraduate Awards and Scholarship Committee approve the Agenda.

CARRIED

2. Approval of the Open Session Minutes of January 14, 2014

Materials before members are contained in the official meeting file.

Presenter(s): Katalin Bimbo, Chair, GFC Undergraduate Awards and Scholarship Committee

Motion: Tse/Erbilgin

THAT the GFC Undergraduate Awards and Scholarship Committee approve the Minutes of January 14, 2014.

CARRIED

3. Comments from the Chair

Presenter(s): Katalin Bimbo, Chair, GFC Undergraduate Awards and Scholarship Committee

Discussion:

The Chair commented on a number of relevant items to members.

ACTION ITEMS

4. New Undergraduate Student Awards and Scholarships for Approval (February 11, 2014)

Materials before members are contained in the official meeting file.

Presenter(s): Perry Thorbourne, Assistant Registrar (Student Awards), Office of the Registrar

Purpose of the Proposal: To approve new undergraduate awards and scholarships.

Discussion:

Members engage in discussion with regard to Items 1 and 2, as presented to GFC UASC by Mr Thorbourne.

Item 1: Members made two editorial amendments to the wording for this proposed scholarship.

Item 2: A member noted a typographical error in the proposed wording for this scholarship.

Motion: Hickson/Erbilgin

THAT the GFC Undergraduate Awards and Scholarship Committee approve, under delegated authority from General Faculties Council, new undergraduate student awards and scholarships, as submitted by the Student Awards Office and as set forth in Attachment 2 (as amended), to be effective immediately.

CARRIED

5. Amendments to An Existing Undergraduate Student Award and Scholarship (February 11, 2014)

Materials before members are contained in the official meeting file.

Presenter(s): Perry Thorbourne, Assistant Registrar (Student Awards), Office of the Registrar

Purpose of the Proposal: To approve amendments to an existing undergraduate student award and scholarship.

Discussion:

Members engaged in discussion with regard to Item 1, as presented to GFC UASC by Mr Thorbourne.

Item 1: Members made several editorial amendments to the wording associated with this existing prize/scholarship. Given the nature of the changes to this item, Mr Thorbourne noted he would check with the donor to ensure their concurrence with the amendments made.

Motion: Hickson/Erbilgin

THAT the GFC Undergraduate Awards and Scholarship Committee approve, under delegated authority from General Faculties Council, proposed amendments to an existing undergraduate student award and scholarship, as submitted by the Student Awards Office and as set forth in Attachment 2 (as amended), to be effective immediately.

CARRIED

6. New Undergraduate Student University Bursaries and Emergency Funding (UBEF) Bursary for Approval (February 11, 2014)

Materials before members are contained in the official meeting file.

Presenter(s): Rachel de Leon, Bursary Program Coordinator, University Bursaries and Emergency Funding

Purpose of the Proposal: To approve a new undergraduate bursary.

Discussion:

Members engaged in discussion with regard to Item 1, as presented to GFC UASC by Ms de Leon.

Item 1: Members made two editorial amendments to the wording for this proposed bursary. A member asked whether or not students were able to apply for bursaries such as this by electronic means. Ms de Leon responded that e-applications were already being employed by her Office.

Motion: Tse/Hickson

THAT the GFC Undergraduate Awards and Scholarship Committee approve, under delegated authority from General Faculties Council, new undergraduate student University Bursaries and Emergency Funding (UBEF) Bursary, as submitted by the University Bursaries and Emergency Funding (UBEF) and as set forth in Attachment 2 (as amended), to be effective immediately.

CARRIED

DISCUSSION ITEMS

7. Award Funding Date Proposal

Materials before members are contained in the official meeting file.

Presenter(s): Perry Thorbourne, Assistant Registrar (Student Awards), Office of the Registrar

Purpose of the Proposal: To discuss the designation of March 31 as the annual award funding date (AFD) for all award funding. An established deadline for award funding will result in greater efficiency generating a 75% immediate decrease in time and effort to generate award values funding checks; award values for all award competitions are actuals, thus accurate and final; award values will be communicated to students,

Faculties, and donors on a regular schedule; and a more predictable funding schedule and clear deadlines will simplify fundraising and donor relations.

Mr Thorbourne presented the proposal to members, providing the background to its development; actions taken to date with regard to this item; a description of 'next steps'; and the possible impact and economic benefits of moving in the direction outlined in the document before members. He noted that policies and procedures relevant to this matter were being developed and would likely come to GFC UASC for review.

During the ensuing discussion, members provided a number of comments and questions, including, but not limited to: clarification on the amount of processing that currently took place with regard to award funding; clarification with respect to how award funding timelines would dovetail with award application deadlines; clarification as to with which year this would align (ie, calendar year, academic year, fiscal year?)—Mr Thorbourne noted this would align with the University's fiscal year; a query whether or not it would be better for this funding date to align with the tax year (calendar year-end) in order to encourage individuals to donate just before the year came to an end; clarification as to the impact this new funding date would have on student application deadlines, decision-making on applications, and a student's return to the University for his/her next year of study; and clarification of the application deadlines for 2014.

8. Question Period

Professor Bimbo, in welcoming Mr Washburn to GFC UASC, invited him to introduce himself to members and to describe his role within the Office of the Dean of Students.

Mr Thorbourne introduced to members his colleague, Ms Colleen Hanrahan, Student Awards Team Lead, and stated Ms Hanrahan would be attending meetings of GFC UASC on a regular basis as her predecessor, Ms Heather Dyck, had done.

INFORMATION REPORTS

9. Items Approved by the GFC Undergraduate Awards and Scholarship Committee by E-Mail Ballots

There were no items.

10. Information Items Forwarded to Committee Members Between Meetings

There were no items.

CLOSING SESSION

11. Adjournment

The Chair adjourned the meeting at 2:40 pm.