



# UNIVERSITY OF ALBERTA

## UNIVERSITY GOVERNANCE

General Faculties Council  
University Teaching Awards Committee  
Approved Open Session Minutes

Friday, March 07, 2014  
2-15 South Academic Building (SAB)  
1:00 PM - 3:00 PM

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### **ATTENDEES:**

#### Voting Members:

Elisabeth Le	Chair, Academic Staff
Leanne Garon	Member, U of A Alumni Association Representative
Uwe Hacke	Member, Academic Staff
Melissa Hartley	Member, Academic Staff
Jasmin Hirschberg	Member, Graduate Student-at-large
Jenna Lee	Member, Undergraduate Student-at-large
Fahim Rahman	Member, Undergraduate Student-at-large
Lorenz Sigurdson	Member, Academic Staff

#### Staff:

Andrea Patrick, Coordinator, GFC University Teaching Awards Committee

### **OPENING SESSION**

#### 1. Approval of the Agenda

Materials before members are contained in the official meeting file.

*Presenter(s):* Elisabeth Le

Motion: Lee/Hartley

THAT the GFC University Teaching Awards Committee approve the Agenda.

**CARRIED**

#### 2. Approval of the Open Session Minutes of June 14, 2013

Materials before members are contained in the official meeting file.

*Presenter(s):* Elisabeth Le

Motion: Sigurdson/Hacke

THAT the GFC University Teaching Awards Committee approve the Minutes of June 14, 2013.

**CARRIED**

#### 3. Comments from the Chair

The Chair welcomed all to the meeting and invited members to introduce themselves.

#### 4. Kick-Off and Orientation

There were no documents.

*Presenter(s):* Marion Haggarty-France

*Purpose of the Proposal:* To provide new and continuing members of the GFC Undergraduate Teaching Awards Committee with an annual orientation to the legislative and administrative framework in which this standing committee of General Faculties Council (GFC) will operate during the Academic Year 2013-14.

*Discussion:*

Ms Haggarty-France thanked members for their continued service to the University of Alberta by way of participation on the Committee, and noted that the mandate of the GFC University Teaching Awards Committee (UTAC) is the recognition of excellence in teaching. She stated that the work members complete while on GFC UTAC is important to the community and that the Provost enjoys personally contacting all of the award recipients each year.

A member enquired whether he could get an extension to apply for membership on the Committee.

#### **DISCUSSION ITEMS**

#### 5. Proposed GFC University Teaching Awards Committee (UTAC) Adjudication Guidelines

Materials before members are contained in the official meeting file.

*Presenter(s):* Elisabeth Le

*Purpose of the Proposal:* If members agree, these suggested guidelines could be used for the processes associated with the adjudication of this year's (i.e., the 2014) teaching awards.

*Discussion:*

The Chair explained the adjudication process in detail, from the time that members receive the applications to the adjudication of the awards, including information about rankings. She added a brief description of the adjudication meeting as well as the June meeting of GFC UTAC.

Ms Patrick noted that the Faculty Awards Facilitator in the Registrar's Office screens all in-coming applications for eligibility issues so that members can focus on ranking the applications once they receive them. She noted, as well, that changes would be required to the GFC teaching award procedures within the University of Alberta Policies and Procedures On-Line (UAPPOL) to reflect changes made to staff categories approved by the Board of Governors, and that these amendments would be presented to members at the June, 2014 meeting of GFC UTAC. Ms Patrick reminded members that the Provost and Vice-President (Academic) had delegated authority to approve changes to the UAPPOL procedures related to GFC teaching awards.

During the discussion surrounding these issues, members expressed several comments and questions, including, but not limited to: a suggestion to receive the applications as soon as possible, to allow enough time for thorough review; commendation regarding the Committee's processes; that the ranking system was beneficial to the adjudication process; that the adjudication meeting in April 2013 was a good example of excellent interaction between members; clarification surrounding the number of applications received this year; clarification on the process of the Provost and Vice-President (Academic) approving UAPPOL procedure changes; discussion surrounding member terms on the Committee.

6. Question Period

A member enquired about the date and time of the GFC UTAC reception.

**INFORMATION REPORTS**

7. Items Approved by the Committee by E-Mail Ballots (non-debatable)

No items to date.

8. Information Items Forwarded to Committee Members Between Meetings

- UTAC - Date/Time Set for the UTAC (University Teaching Awards Committee) Reception, Spring, 2014  
\*\*Please Note\*\* [E-mailed to members on December 4, 2013]

- GFC University Teaching Awards Committee (UTAC): Revised Teaching Awards Procedures [E-mailed to members on December 5, 2013]

**CLOSING SESSION**

9. Adjournment

The Chair adjourned the meeting at 1:35 p.m.