



General Faculties Council  
University Teaching Awards Committee  
Approved Open Session Minutes

Friday, March 06, 2015  
2-31 South Academic Building (SAB)  
1:00 PM - 3:00 PM

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**ATTENDEES:**

Voting Members:

Elisabeth Le	Chair, Academic Staff (Categories A1.1, A1.5 or A1.6)
Leanne Garon	Member, U of A Alumni Association Representative
Uwe Hacke	Member, Academic Staff (Categories A1.1, A1.5 or A1.6)
Melissa Hartley	Member, Academic Staff (Category A2.1)
Pierre Lemelin	Member, Academic Staff (Categories A1.1, A1.5 or A1.6)
Paula Marentette	Member, Academic Staff (Categories A1.1, A1.5 or A1.6)

Presenter(s):

Curtis Champagne	Strategic Initiatives Manager, Centre for Teaching and Learning
Elisabeth Le	Professor, Faculty of Arts and Chair, GFC University Teaching Awards Committee
Andrea Patrick	Coordinator, GFC University Teaching Awards Committee

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:* Elisabeth Le, Chair, GFC University Teaching Awards Committee

Motion: Garon/Hartley

THAT the GFC University Teaching Awards Committee approve the Agenda.
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**CARRIED**

2. Approval of the Open Session Minutes of June 13, 2014

Materials before members are contained in the official meeting file.

*Presenter:* Elisabeth Le, Chair, GFC University Teaching Awards Committee

Motion: Hartley/Garon

THAT the GFC University Teaching Awards Committee approve the Minutes of June 13, 2014.

**CARRIED**

### 3. Comments from the Chair

The Chair commented on a number of relevant items to members and invited members to introduce themselves.

Mr Champagne reported to members on an eligibility issue which occurred this year pre-adjudication in relation to recently retired academic staff members. The Chair added that there was a subsequent meeting between herself and Dr Robert Luth, Associate Vice-Provost (Academic Programs and Instruction), to make a determination on the issue, as per the University of Alberta Online Policies and Procedures (UAPPOL) procedure for the relevant teaching award.

### 4. Orientation

There were no documents.

*Presenter:* Andrea Patrick, Coordinator, GFC University Teaching Awards Committee

*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 2014-15.

#### *Discussion:*

Ms Patrick provided members with a brief history of General Faculties Council (GFC) and its authority over academic awards. She explained the mandate of the Committee as well as adjudication procedures, specifically, details surrounding *in camera* proceedings. She reported that University Governance is investigating methods to transition the application review process into a secure, digital platform for future years.

## **DISCUSSION ITEMS**

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

Materials before members are contained in the official meeting file.

*Presenter:* Elisabeth Le, Chair, GFC University Teaching Awards Committee

*Purpose of the Proposal:* If members agree, these suggested guidelines could be used for the processes associated with the adjudication of this year's (ie, the 2015) teaching awards.

#### *Discussion:*

The Chair provided a brief summary of the adjudication process and invited Ms Hartley and Dr Hacke to comment on previous procedural issues in relation to the adjudication process.

During the ensuing discussion, members provided a number of questions and comments, including, but not limited to: clarification regarding Universal Student Ratings of Instruction (USRI) tables; clarification regarding pre-screening of nomination applications; clarification regarding the utilization of the ranking sheet; clarification regarding the location of the meeting material available on the University Governance website; that it is beneficial to hear the discussions which occur at the adjudication meeting; clarification

regarding procedural rules surrounding conflict of interest; support for the ranking mechanism utilized by the Committee; that this ranking method is utilized within other teaching award processes; whether the Committee ever elects to not award certain awards; clarification regarding the date and time of the adjudication meeting.

The Chair provided an update to members in regards to current nomination submissions and noted that they had declined from previous years.

The Chair reminded members about the upcoming adjudication meeting.

6. Question Period

There were no questions.

**INFORMATION REPORTS**

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

There were no items.

8. Information Items Forwarded to Committee Members Between Meetings

- GFC University Teaching Awards Committee (UTAC): Cancellation of the September Meeting [Emailed to members on September 10, 2014]

- GFC University Teaching Awards Committee (UTAC): Date/Time For the GFC UTAC Reception, Spring, 2015 **\*\*Please Note\*\*** [Emailed to members on December 17, 2014]

**CLOSING SESSION**

9. Adjournment

The Chair adjourned the meeting at 2:00 p.m.