



# UNIVERSITY OF ALBERTA

## UNIVERSITY GOVERNANCE

General Faculties Council  
University Teaching Awards Committee  
Approved Open Session Minutes

Thursday, October 04, 2018  
3-07 South Academic Building (SAB)  
1:00 PM - 2:00 PM

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### **ATTENDEES:**

#### Voting Members:

Pierre Lemelin, Chair  
Jen Beverly  
Ramesh Bhambhani  
Gautam Gaur  
Janet Yao

#### Regrets:

Ryan Dunch  
Cheryl Poth  
Heather Raymond

#### Staff:

Laura Riley, Coordinator  
Meg Brolley, GFC Secretary

### **OPENING SESSION**

#### 1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Beverly/Bhambhani

THAT the GFC University Teaching Awards Committee approve the Agenda.

**CARRIED**

#### 2. Approval of the Open Session Minutes of April 27, 2018

Materials before members are contained in the official meeting file.

Motion: Beverly/Gaur

THAT the GFC University Teaching Awards Committee approve the Minutes of April 27, 2018

**CARRIED**

#### 3. Comments from the Chair (no documents)

*Presenter(s):* Pierre Lemelin

The Chair welcomed new and returning members and asked those present to introduce themselves.

The Chair noted that the committee will complete the task of reviewing the terms of reference and forwarding them for approval to GFC. He discussed committee composition and the importance of maintaining both meaningful ties to GFC and broad representation from the university community. The Chair indicated that, following feedback from the transition committee on committee composition and the principles approved by GFC, he will bring the draft Terms of Reference to the October meetings of GFC Executive and GFC for early consultation prior to UTAC finalizing the Terms of Reference.

4. Welcome and Committee Member Development and Orientation

*Presenter(s):* Marion Haggarty-France, University Secretary and Meg Brolley, Secretary to GFC and Manager of GFC Services

Ms Haggarty-France and Ms Brolley gave a presentation on the structure of academic governance at the University of Alberta and the recommendations of the GFC *ad hoc* Committee on Academic Governance Including Delegated Authority. They highlighted the recommendations that had been completed to date and gave an overview of GFC Principles for Delegation of Authority, GFC Principles for Standing Committee Composition, GFC Roles and Responsibilities of Members, GFC Meeting Procedural Rules, and the GFC University Teaching Awards Committee Terms of Reference including mandate, responsibilities and delegated authority

**ACTION ITEMS**

5. Proposed changes to Awards for Teaching Excellence Procedures (UAPPOL)

Materials before members are contained in the official meeting file.

*Presenter(s):* Pierre Lemelin, Chair, GFC University Teaching Awards Committee

*Purposed of the Proposal:*

The proposal is before the committee as an annual task to review and recommend revisions to the procedures.

*Discussion:*

The Chair noted that the proposed changes consisted of editorial corrections and clarifications, and a change to nomination submission requirements from 12 hard copies, to one hard copy and one electronic copy. The committee discussed the benefits and considerations around accessibility, sustainability and security of having nominations available electronically.

Motion: Beverly/Bhambhani

THAT the GFC University Teaching Awards Committee (UTAC) recommend approval by the Provost and VP (Academic) of the proposed changes to Awards for Teaching Excellence Procedures (UAPPOL)
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**CARRIED**

**DISCUSSION ITEMS**

6. Election of GFC UTAC Vice Chair

*Presenter(s):* Pierre Lemelin, Chair, GFC University Teaching Awards Committee

*Discussion:*

The Chair encouraged any interested member to consider the position of Vice Chair and suggested that election of the position wait until the meeting in November or March to give committee members time to consider the opportunity and for GFC to approve the composition of the committee.

7. Question Period

There were no questions.

**INFORMATION REPORTS**

8. Items Approved by the Committee by E-Mail Ballots (non-debatable) (no items to date)

There were no items.

9. Information Items Forwarded to Committee Members Between Meetings (no items to date)

There were no items.

**CLOSING SESSION**

10. Adjournment

The Chair adjourned the meeting at 2:10 pm