



Monday, April 20, 2020
Virtual Meeting by Video/Phone
2:00 PM - 4:00 PM

OPENING SESSION

- | | | |
|----|--|--------------|
| 1. | Approval of the Agenda | David Turpin |
| 2. | Comments from the Chair (no documents)
- Delegation of Authority to GFC Executive | David Turpin |

CONSENT AGENDA

[If a member has a question or feels that an item should be discussed, they should notify the Secretary to GFC, in writing, two business days or more in advance of the meeting so that the relevant expert can be invited to attend.]

- | | |
|----|---|
| 3. | Approval of the Minutes of March 30, 2020 |
| 4. | New Members of GFC |

ACTION ITEMS

- | | | |
|----|---|---|
| 5. | University of Alberta Charter of Student Rights and Responsibilities
<i>Motion: To Endorse</i> | Akanksha Bhatnagar
André Costopoulos |
|----|---|---|

DISCUSSION ITEMS

- | | | |
|----|--|----------------------------|
| 6. | Academic Governance Emergency Protocols (Standing Item) | David Turpin |
| | A. Report of the GFC Executive Committee | |
| | B. Decision Tracker Document | |
| | C. Upcoming Considerations for GFC | |
| | • Letter Template – Discussion (Melissa Padfield) | |
| | • COVID – Scenario Planning Update (Andrew Sharman) – no documents | |
| | • Engaging GFC and Next Steps (Dave Turpin) – no documents | |
| 7. | Micro Credentials (no documents) | Steven Dew
Tammy Hopper |
| 8. | Question Period | David Turpin |
| | 8.1. Question Received from Elected Member of GFC | |

INFORMATION REPORTS

[If a member has a question about a report, or feels that a report should be discussed by GFC, they should notify the Secretary to GFC, in writing, two business days or more in advance of the meeting so that the Committee Chair (or relevant expert) can be invited to attend.]

9. Report of the GFC Academic Planning Committee (no documents)
- The report from the meeting of April 15, 2020 will be available at the next meeting of GFC
10. Report of the GFC Academic Standards Committee (no documents)
- The report from the meeting of April 16, 2020 will be available at the next meeting of GFC
11. GFC Nominations and Elections (no documents)
- [Get Involved](#)
12. Information Forwarded to GFC Members Between Meetings
- Email: Provost Review Feedback

CLOSING SESSION

13. Next Meeting of General Faculties Council: May 25, 2020

Presenter(s):

David Turpin	President and Vice-Chancellor
Akanksha Bhatnagar	President, Students' Union
André Costopoulos	Vice Provost and Dean of Students
Steven Dew	Provost and Vice-President (Academic)
Tammy Hopper	Vice-Provost (Programs)

Documentation was before members unless otherwise noted.

Meeting REGRETS to:	Heather Richholt, 780-492-1937, richholt@ualberta.ca
Prepared by:	Yimmie Sonuga, GFC Secretary and Manager, GFC Services
University Governance	www.governance.ualberta.ca

New Members of GFC

MOTION I: TO APPOINT/REAPPOINT:

The following undergraduate student representatives to serve on GFC for terms commencing May 1, 2020 and ending April 30, 2021:

Lucas Marques	Faculty of Arts
Xinxin Zhang	Faculty of Arts
Yiming Chen	Faculty of Arts
Talia Dixon	Faculty of Arts
Chris Beasley	Faculty of Arts
Harnoor Kochar	Faculty of Arts
Nicole de Grano	Faculty of Arts
Ana Oliveira	Faculty of Arts
Daniela Carbajal	Augustana Faculty
Marwan Burhani	Faculty of Business
Tyler Saretzky	Faculty of Business
Purna Hariharan	Faculty of Engineering
Zaryab Khan	Faculty of Engineering
Amlan Bose	Faculty of Engineering
Dhir Bid	Faculty of Engineering
Karl Buchanan	Faculty of Law
Jacob Park	Faculty of Medicine & Dentistry
Abner Monteiro	Faculty of Kinesiology, Sport & Recreation
Eric Einarson	Faculté Saint-Jean
Samar Barazesh	Faculty of Science
Emily Kimani	Faculty of Science
Adarsh Badesha	Faculty of Science
Rahul Korde	Faculty of Science
Simran Dhillon	Faculty of Science
Christian Fotang	Faculty of Science
Devshri Lala	Faculty of Science

The following undergraduate student members elected by the Students' Union to the Board of Governors and appointed to GFC for a term that is concurrent with terms on the Board (May 1, 2020 to April 30, 2021):

Joel Agarwal	President, Students' Union
David Konrad	Student Appointee (Board of Governors Representative)

Revised Item No. 4

The following graduate student representatives at-large to serve on GFC for terms commencing May 1, 2020 and ending April 30, 2021:

Adekunle Mofolasayo	Civil & Environmental Engineering
Ananya Sarkar	Argicultural, Food & Nutritonal Science
Khandaker Akib Shahriar	Chemistry
Meijun Chen	Music
Sharonne Lee	Business - MBA
Ding Xu	Political Science
Habba Mahal	Biological Sciences
Ji Kai (Adan) Wang	Electrical & Computer Engineering
Lee Smith	Education Policy Studies
Nicole Patrie	Educational Policy Studies
Shivani Gupta	Business - MBA
Shahed Taghain Dehaghani	Mechanical Engineering
Simran Ghoman	Medical Sciences
Paramita Chaudhuri Basu	Business - MBA

The following graduate student member elected by the Graduate Students' Association to the Board of Governors and appointed to GFC for a term that is concurrent with a term on the Board (May 1, 2020 to April 30, 2021):

Marc Waddingham	President, Graduate Students' Association
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MOTION II: TO RECEIVE:

The following statutory undergraduate student members nominated by the Students' Union to serve on GFC for terms beginning May 1, 2020 and ending April 30, 2021:

David Draper	Students' Union Nominee
Katie Kidd	Students' Union Nominee

The following statutory graduate student member nominated by the Graduate Students' Association to serve on GFC for a term beginning May 1, 2020 and ending April 30, 2021:

Sachikethan Reddy	Graduate Students' Association Nominee
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**Governance Executive Summary
Action Item**

Agenda Title	University of Alberta Charter on Student Rights and Responsibilities
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Motion

<p>THAT General Faculties Council endorse the implementation of the University of Alberta Charter on Student Rights and Responsibilities, as recommended by the GFC Executive Committee and as set forth in attachment 1.</p>

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Akanksha Bhatnagar, President, University of Alberta Student Union (UASU)
Presenter(s)	Akanksha Bhatnagar, President, UASU Fahed Elian, President, GSA André Costopoulos, Vice Provost and Dean of Students

Details

Office of Administrative Responsibility	General Faculties Council (GFC)
The Purpose of the Proposal is (<i>please be specific</i>)	Following extensive consultations with the University of Alberta Community, the Charter of Student Rights and Responsibilities is before the General Faculties Council Executive Committee to secure its recommendation for endorsement at GFC on April 20, 2020.
Executive Summary (<i>outline the specific item – and remember your audience</i>)	<p><u>Key Considerations</u></p> <ul style="list-style-type: none"> • Since this proposal last came to GFC on January 27 2020, the following substantive changes have been made: <ul style="list-style-type: none"> ○ Following consultation with the Vice Provost and Dean of Students, who in turn consulted with the Office of the General Counsel: <ul style="list-style-type: none"> ▪ The <i>Student Rights and Responsibilities Resource</i> has been renamed the University of Alberta Student Charter on Rights and Responsibilities (the Charter); and ▪ The preamble has been updated to clarify the Charter's purpose as a centralized resource for students (primarily) and the University Committee as a whole: <ul style="list-style-type: none"> • <i>With links to</i> live policies and procedures imbedded, therein. • The Charter will appear on the UAlberta and UASU websites alongside links to resources (e.g. the Office of the Student Ombuds). <p><u>Background</u></p> <ul style="list-style-type: none"> • Surveys done at the University of Alberta Students' Union indicate that there is a widespread lack of awareness of key policies that outline student rights and responsibilities.

Item No. 5

	<ul style="list-style-type: none"> • Several Canadian universities (e.g. McGill, McMaster, Bishop's, and Trent) publish Charters of Student Rights or comparable resources. These resources consolidate student rights and responsibilities for ease of access and greater awareness, creating a culture of improved clarity and accountability. • The UASU, in collaboration with University stakeholders, prepared a comparable document as a guide to the authoritative policies where students can learn their rights and responsibilities for a variety of contexts. <p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Endorsement at GFC on April 20, 2020.
Supplementary Notes and context	<p><i>Applicable sections of the Post-Secondary Learning Act (PSLA):</i></p> <p><i>s. 26(1) – “subject to the authority of the board, a general faculties council is responsible for the academic affairs....”</i></p> <p><i>s. 93 (3) – “the students association...shall provide for the administration of student affairs at the public post-secondary institution, including ... the promotion of the general welfare of the students” (PSLA</i></p> <p><i>s. 95 (4) -“ the council of a student organization is the official channel of communication between the students of a public post-secondary institution... and the board”.</i></p>

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • University of Alberta Students' Union (UASU) • University of Alberta Graduate Students' Association • University Governance • Office of the Vice Provost and Dean of Students • Office of the President • Office of the Provost
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • University of Alberta Office of Safe Disclosure and Human Rights - March 23, 2020 • University of Alberta Office of the Student Ombuds - February 10, 2020 • GFC - January 27, 2020 • Faculty of Graduate Studies and Research Council - January 22, 2020 • University of Alberta Students' Council - January 21, 2020 • GFC Academic Standards Committee - January 16, 2020 • GFC Academic Planning Committee - December 11, 2019 • GFC Executive Committee - December 9, 2019 • GFC Committee on the Learning Environment - December 4, 2019 • GFC Council on Student Affairs - November 29, 2019 •
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • N/A

Item No. 5

Approval Route (Governance) (including meeting dates)	GFC Executive Committee – April 6, 2020 General Faculties Council – April 20, 2020
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Strategic Alignment

Alignment with <i>For the Public Good</i>	Objective 21											
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.											
	<table border="0"> <tr> <td><input type="checkbox"/> Enrolment Management</td> <td><input checked="" type="checkbox"/> Relationship with Stakeholders</td> </tr> <tr> <td><input checked="" type="checkbox"/> Faculty and Staff</td> <td><input checked="" type="checkbox"/> Reputation</td> </tr> <tr> <td><input type="checkbox"/> Funding and Resource Management</td> <td><input type="checkbox"/> Research Enterprise</td> </tr> <tr> <td><input type="checkbox"/> IT Services, Software and Hardware</td> <td><input checked="" type="checkbox"/> Safety</td> </tr> <tr> <td><input checked="" type="checkbox"/> Leadership and Change</td> <td><input checked="" type="checkbox"/> Student Success</td> </tr> <tr> <td><input type="checkbox"/> Physical Infrastructure</td> <td></td> </tr> </table>	<input type="checkbox"/> Enrolment Management	<input checked="" type="checkbox"/> Relationship with Stakeholders	<input checked="" type="checkbox"/> Faculty and Staff	<input checked="" type="checkbox"/> Reputation	<input type="checkbox"/> Funding and Resource Management	<input type="checkbox"/> Research Enterprise	<input type="checkbox"/> IT Services, Software and Hardware	<input checked="" type="checkbox"/> Safety	<input checked="" type="checkbox"/> Leadership and Change	<input checked="" type="checkbox"/> Student Success	<input type="checkbox"/> Physical Infrastructure
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<input checked="" type="checkbox"/> Leadership and Change	<input checked="" type="checkbox"/> Student Success											
<input type="checkbox"/> Physical Infrastructure												
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act</i>											

Attachments (each to be numbered 1 - <>)

1. The University of Alberta Charter on Student Rights and Responsibilities

Prepared by: Yimmie Sonuga, General Faculties Council (GFC) Secretary and Manager of GFC Services,
yimmie.sonuga@ualberta.ca

University of Alberta Charter of Student Rights and Responsibilities

Last updated: April 6, 2020

Preamble

This document serves as a guide to navigating student rights and responsibilities at the University of Alberta.

A positive, engaged student experience often depends on students being fully informed about their rights and responsibilities. Clear expectations and standards can protect students and help them avoid mistakes, misunderstandings, and serious problems during their time at the University of Alberta.

This document aims to create clarity for undergraduate and graduate students about the authoritative resources that explain their rights and responsibilities. Within the scope of the University of Alberta's authority, diverse policies and procedures are the authoritative resources. As students' rights and responsibilities are spread throughout many policy documents, this document will serve as a *proactive* resource to help students avoid problems, and a *reactive* resource to help them navigate appeals and disciplinary processes in ways that produce the fairest possible results. In the event of a conflict or inconsistency between this guide and the University's policies and procedures, the University's policies and procedures prevail.

Students should also find valuable insights into University policy through the [Office of the Student Ombuds](#). In addition, faculty-specific standards and procedures can affect students' rights and responsibilities.

Procedural Fairness

- Procedural fairness encompasses a broad envelope of standards and best practices, including but not limited to accessibility, clear notice of rights and options, presumption of innocence, protection against intimidation, the right to prepare a full defense, the right to know what is at stake or what potential consequences might be, and lack of bias on the part of the decision-maker. Principles of procedural fairness apply to many decision-making processes that students encounter.
- Many principles of procedural fairness are outlined in section 30.1.1 of the [Code of Student Behaviour](#). The University also affirms the right to procedural fairness in the [Sexual Violence Policy](#) and the [Ethical Conduct and Safe Disclosure Procedure](#).
- The [Office of the Student Ombuds](#) is a key resource on how procedural and substantive fairness applies to the rights and responsibilities in this document and promotes relational and equitable fairness in the application of University policy and procedure.

Academic Rights and Responsibilities

- The right to appeal marks, grades, and decisions affecting academic standing is found in the [University Calendar Academic Regulations](#), under 'Academic Appeals' and 'Grievances Concerning Grades.'
- Rights involving the structure of courses and grading expectations can be found in the [University Calendar Academic Regulations](#) under 'Course Requirements, Evaluation Procedures and Grading.' The [Assessment and Grading Policy](#) and its procedures lay out binding principles for fair, consistent assessment and grading.
- Section 30.3.2 of the [Code of Student Behaviour](#) outlines standards around plagiarism and cheating.
- The [Discrimination, Harassment and Duty to Accommodate Policy](#) and the [Research Policy](#) extend the right to free expression and freedom of inquiry to all members of the University community, including students.
- The [Student Concerns and Complaints Policy](#) addresses the extent and limits of a student's right to privacy when submitting a complaint against a staff member or instructor.

Individual Rights and Responsibilities

- The [Code of Student Behaviour](#) both protects students and outlines the University's binding behavioural standards.
- The [Discrimination, Harassment and Duty to Accommodate Policy](#) explains students' rights to a dignified, respectful learning and working environment; their options for reporting and recourse; and their right to accommodation based on protected grounds (e.g. race, religion, gender expression, disability, or political beliefs). It also provides thorough guidance on what constitutes discrimination or harassment.
- Students' rights of free speech and expression, in keeping with all applicable Canadian and provincial laws, including human rights laws, are explained in the [Principles on Free Expression](#).
- The [Posting Announcements, Notices and Banners Procedure](#) further affirms students' right of free expression: "Where a posting is lawful and compliant with University policies and procedures, content will not be a factor in determining approval of posting announcements, notices, and banners." Students who wish to post these materials are responsible for complying with the Procedure and associated guidelines.
- While not a legal right, the [Registrar's Office](#) affirms that students have the option to use their preferred name and change their gender designation.
- The [Alcohol Policy](#) and its procedures deal with safe alcohol consumption, event safety, and alcohol consumption at student group events. Students and groups are responsible

for safe consumption practices. The [Student Groups Procedure](#) details responsibility around prohibited or risky conduct in the context of student groups and events.

- All students involved in non-academic misconduct complaints, either as complainants or accused, have a right to due process. The University enshrines the right to due process in, among other places, the [Ethical Conduct and Safe Disclosure Procedure](#). This procedure also protects and guides students who need to report misconduct.
- The [Access to Information and Privacy Policy](#) and its procedures outline how the University will protect and use students' personal information, and how students can access information about themselves.
- The [Canvassing and Solicitation Policy](#), sections 30.3.4-5 of the [Code of Student Behaviour](#), and the [Student Groups Procedure](#) explain students' ability to campaign and approach others on campus. They also detail the rules that students can rely on when facing unwanted solicitation.

Rights Specific to Graduate Students

Academic Supervisory Rights for Students

- Graduate students have specific rights related to academic supervision and supervisory committees. These are outlined in the University Calendar under the [Graduate Policy and Regulations](#) and in the [Graduate Student Program Manual](#), sections 1 and 8.

Intellectual Property Rights

- Graduate students' ownership of their work and intellectual property rights are discussed in multiple University policies, a list of which is available in the [Intellectual Property Guidelines](#) document. Section 10 of the [Graduate Student Program Manual](#) also discusses this topic.

Rights when Academically Employed

- Students employed as Graduate Teaching Assistants or Graduate Research Assistants, or holders of Graduate Research Assistant Fellowships have rights as outlined in the [Graduate Student Assistantship Collective Agreement](#).
- Additional rights related to graduate student employment are outlined in provincial legislation, including the [Occupational Health and Safety Act](#) and the [Employment Standards Code](#).

General Faculties Council Standing Committee Report

GFC Executive Committee

1. Since last reporting to GFC, the Executive Committee met on April 6, 2020.
2. Items Approved With Delegated Authority

Agenda Title: **Academic Governance Emergency Protocols**

-Recommendations from the Covid-19 Public Health Response Team (PHRT) on Academic Impacts

CARRIED MOTIONS:

THAT General Faculties Council Executive, acting with delegated authority from General Faculties Council approve the following changes to the University of Alberta admissions process regarding the academic records, subject to the following constraints:

1. In the event that an applicant to an undergraduate or graduate program at the university (domestic or international) is unable to provide final documentation due to school closures or exam cancellations that result from the COVID-19 pandemic, the University of Alberta may accept the grades and existing interim documents presented at the time of their initial offer as meeting the requirements to clear individual admission conditions. This provision applies to applicants to the Spring/Summer 2020 and Fall/Winter 2020/2021 semesters.

2. For students applying to undergraduate or graduate programs, grades issued by the University of Alberta for courses taken in Winter 2020 will not be included in the calculation of admission GPAs. Grades of CR from Winter 2020 will contribute to the credit requirements for admission and will be accepted as satisfying program prerequisites.

Grades of NC from Winter 2020 will not contribute to credit requirements for admission. Courses for which students have received a grade of NC will not satisfy program prerequisites

3. For external post-secondary students applying to undergraduate and graduate programs at the University of Alberta, grades for courses taken in Winter 2020 will not be included in the calculation of admission GPAs.

Passing grades from Winter 2020 will contribute to the credit requirements for individual admissions, provided the grades meet the threshold required for transfer credit as outlined in the University Calendar, and will be accepted as satisfying program prerequisites.

Non-passing grades from Winter 2020 will not contribute to the credit requirements for individual admissions and will not be accepted as satisfying program prerequisites.

4. The Duolingo English Test will be made available to all applicants to undergraduate and graduate programs as an additional option to demonstrate English Language Proficiency for Spring/Summer 2020 and Fall/Winter 2020/2021 semesters.

THAT General Faculties Council Executive, acting with delegated authority from General Faculties Council delegate to the President and Vice-Chancellor the authority to adjust admission offer acceptance and document deadlines for the Fall 2020 admissions cycle in order to facilitate necessary changes resulting from the COVID-19 pandemic.

Item No. 6A

THAT General Faculties Council Executive, acting with delegated authority from General Faculties Council delegate to the President and Vice-Chancellor the authority to adjust admissions-related deadlines for the Spring, Summer and Fall 2020 and Winter 2021 admissions cycles, in consultation with the Deans (departments), to facilitate necessary changes resulting from the COVID-19 pandemic.

Agenda Title: **Update and Request for Extension - GFC Executive's ad hoc Committee on Program Approval Processes**

CARRIED MOTION: THAT the GFC Executive Committee approve an extension for final recommendations of the ad hoc Committee on Program Approval Processes to be submitted to the General Faculties Council by May 25, 2020.

3. Items Recommended to GFC

Agenda Title: **University of Alberta Charter of Student Rights and Responsibilities**

CARRIED MOTION: THAT General Faculties Council Executive Committee recommends that General Faculties Council endorse the implementation of the University

4. Items Discussed

- Debrief on Virtual GFC
- Micro Credentials

Terms of reference and records of meetings for this committee can be found at:
https://www.ualberta.ca/governance/member-zone/gfc-standing-committees#GFC_EXEC

Submitted by:
David Turpin, Chair
GFC Executive Committee

**Governance Executive Summary
Advice, Discussion, Information Item**

Agenda Title	Academic Governance Emergency Protocols (Standing Item) C. Upcoming Considerations for GFC <ul style="list-style-type: none"> Letter Template – Discussion
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Item

Proposed by	Melissa Padfield, in her capacity as Chair of the University of Alberta's COVID-19 Public Health Response Team (PHRT) Sub-committee on Academic Impacts
Presenter	Melissa Padfield

Details

Office of Administrative Responsibility	Office of the Registrar
The Purpose of the Proposal is (please be specific)	The proposal is before GFC to seek advice regarding the draft Letter Template and potential support resources to ensure the letter/resources is meeting the objective for our community without creating undue burden and increased workload during the COVID pandemic.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p><u>Background</u></p> <ul style="list-style-type: none"> In the March 23, 2020 communication, the University of Alberta committed to providing a “Student Performance Letter Template...distributed to instructors, that can speak to a student’s relative performance in a course, should the student require this information for application to another program.” The PHRT Sub-Committee on Academic Impacts, with input from Deans and members of the broader University community, has been working to create template letter(s). The goal has been to provide support and useful guidance to instructors that can facilitate support for our students without causing additional burden during this time of extraordinary change and disruption. <p><u>Registrar’s Letter Template</u></p> <ul style="list-style-type: none"> Attachment 1 outlines a single draft letter template that will be available for students to download from a central link and it provides additional context to the grading changes for Winter 2020. We have also included some points for instructors to consider when preparing any additional commentary on student performance that they might choose to use, as well as some draft language that might be used. This information is not intended to be prescriptive and does not present a requirement for use by any instructor. It is however, intended to help facilitate any additional letter writing an instructor may elect to undertake based on the request from students.

Item No. 6C

	<p><u>The Request to GFC</u></p> <p>We are seeking input from GFC to settle the following – particularly with reference to the guidance points for instructors and optional sample language for instructor provided letters:</p> <ul style="list-style-type: none"> - Is it helpful to instructors and students? - What is missing? - What additional information/guidance would be useful? - What timeline is reasonable to reach closure on this matter? - Others?
Supplementary Notes and context	

Engagement and Routing (Include proposed plan)

Consultation and Stakeholder Participation	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • University of Alberta’s COVID-19 Public Health Response Team (PHRT) Sub-committee on Academic Impacts • President and Vice-Chancellor • Provost and Vice-President (Academic)
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Statutory Deans’ Council • Faculty Relations • President, AASUA

Strategic Alignment

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act</i>	

<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
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Attachments

1. Draft Student Performance Letter and Instructor Supports

Prepared by: Office of the Registrar and University Governance

DRAFT Student Performance Letter and Instructor Supports
Prepared by: PHRT Subcommittee on Academic Impacts

Background:

In its March 23, 2020 communication, the University of Alberta committed to providing a “Student Performance Letter Template” to be distributed to instructors, which can address students’ relative performance in a course in the event that students required this information for application to another program.”

This document outlines:

- Draft Letter Template discussing the circumstances of the grading scale changes
- Optional supports for instructors wishing to provide additional commentary on student performance

1. Letter: DRAFT LETTER ON THE MOVE TO A CR/NC GRADING SCHEME

Please note: This letter will be available to download by any student through a central link

Date

To whom it may concern,

In response to the 2020 COVID-19 global pandemic, all courses at the University of Alberta were interrupted on March 13, 2020 and moved to remote delivery effective March 17, 2020. A subsequent decision was made to adjust the grading scheme for all undergraduate and graduate Winter 2020 courses, and to award one of the following grades: “CR” (Credit) or “NC” (No credit).

The change to grades of “CR” or “NC” was made to promote equity across students, to preserve academic integrity in these challenging circumstances, and to manage the issues presented by an uncertain future. As part of this decision, students were not given the option of receiving traditional letter grades. The grade of “CR” indicates that the student demonstrated mastery of the course’s learning objectives and/or outcomes. The grade of “NC” indicates that the student did not earn credit for the course. Transcripts provide the official student record of achievement at the University of Alberta.

Sincerely,

Melissa Padfield
Vice-Provost & University Registrar

2. Optional Support Resources for Instructors:

Points to consider if a professor agrees to provide an additional letter comment on student performance :

- The official grading scheme for the Winter 2020 term allows grades of Credit (CR) or No Credit (NC). Instructors may choose to provide additional commentary on the performance of students within their class, this commentary should not attempt to replicate a traditional letter grading scheme.
- When requesting any commentary on performance from instructors students should indicate the purpose of the request.
- While instructors will routinely write letters of reference and comment on student performance, in commenting on courses taken in the Winter 2020 term it may be beneficial to include information about the specific circumstances that led to use of a CR/NC grading scheme and describe how the student performed in the Winter 2020 term relative to the entire class.
- If an instructor chooses to provide a letter on a student's performance in a course, it may be useful to include:
 - language that describes the move to the CR/NC grading system at the University of Alberta for the Winter 2020 semester
 - Indicate student name, course name, and course size
 - Indicate student performance using descriptive bands (relative performance if possible in larger classes; sample language is provided below)

Sample language that could be used to comment on student performance

Context language:

In response to the 2020 COVID-19 global pandemic, all courses at the University of Alberta were suspended on March 13, 2020 and moved to remote delivery effective March 17, 2020. In light of the circumstances, the University of Alberta adjusted the grading scheme for all undergraduate and graduate Winter 2020 courses, and awarded grades of either "CR" (Credit) or "NC" (No credit).

The change to grades of "CR" or "NC" was made to promote equity among students and to preserve academic integrity in challenging circumstances. Students were not given the option to receive traditional letter grades as part of this decision. The grade of CR indicates that the student demonstrated mastery of the course's learning objectives and/or outcomes. The grade of NC indicates that the student did not earn credit for the course.

Relative performance language:

Overall performance, including work completed via remote learning since March 17, 2020 was:

- Excellent
- Good
- Satisfactory
- Unsatisfactory



Yimmie Sonuga <sonuga@ualberta.ca>

Re: Question for GFC

1 message

Andrei Tabirca <andrei.tabirca@ualberta.ca>
Reply-To: tabirca@ualberta.ca
To: Yimmie Sonuga <yimmie.sonuga@ualberta.ca>
Cc: Heather Richholt <richholt@ualberta.ca>

7 April 2020 at 13:19

Excellent, many thanks for your prompt reply.

All the best,
Andrei

Andrei Tabirca, BA, MBA
International Partnerships and Recruitment Specialist
Faculty of Arts
University of Alberta
1-47 Humanities Centre
Edmonton, Alberta, Canada T6G 2E5
[780-492-2160](tel:780-492-2160)
andrei.tabirca@ualberta.ca

www.foa.ualberta.ca

The University of Alberta respectfully acknowledges that we are situated on Treaty 6 territory, traditional lands of First Nations and Métis people.

This communication is intended for the use of the recipient to whom it is addressed, and may contain confidential, personal, and/or privileged information. Please contact me immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent replay, should be deleted or destroyed.

On Tue, 7 Apr 2020 at 13:18, Yimmie Sonuga <yimmie.sonuga@ualberta.ca> wrote:

Dear Andrei,

I trust this note finds you safe and well?

Many thanks for your note; much appreciated!

Please find my responses to your questions below, in red.

Do please let me know if you need further clarification on any point.

Kind regards,

Yimmie

On Tue, 7 Apr 2020 at 13:10, Andrei Tabirca <andrei.tabirca@ualberta.ca> wrote:

Dear Yimmie,

I hope you are doing well in these extraordinary circumstances we are all navigating.

Heather Richholt advised that I contact you with two questions for the GFC, included below.



Yimmie Sonuga <sonuga@ualberta.ca>

Fwd: Provost Review Feedback

1 message

Heather Richholt <richholt@ualberta.ca>
To: Yimmie Sonuga <yimmie.sonuga@ualberta.ca>

14 April 2020 at 13:15

Heather Richholt
Assistant Secretary to General Faculties Council
University of Alberta | University Governance
3-04 South Academic Building (SAB) | Edmonton, AB | Canada | T6G 2G7
Tel: 780.492.1937 | heather.richholt@ualberta.ca
University Governance | www.governance.ualberta.ca

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----- Forwarded message -----

From: **Heather Richholt** <ugovgfc@ualberta.ca>
Date: Thu, 2 Apr 2020 at 14:32
Subject: Provost Review Feedback
To:
Cc: Marion Haggarty-France <mh4@ualberta.ca>, Yimmie Sonuga <yimmie.sonuga@ualberta.ca>, Heather Richholt <heather.richholt@ualberta.ca>

To Members of GFC:

Provost and Vice President (Academic) Steve Dew is nearing the end of his five-year term and he has indicated a willingness to renew his appointment. Under UAPPOL policy the Advisory Review Committee for Provost and Vice-President (Academic) seeks your input on this important process. Information regarding the Review Process and a link to the feedback form can be found at: <https://blog.ualberta.ca/provost-and-vice-president-review-input-from-the-community-bd340958dcf3>.

Please submit your feedback by **4:30 pm, April 9, 2020**.

Heather Richholt
Assistant Secretary to General Faculties Council
University of Alberta | University Governance
3-04 South Academic Building (SAB) | Edmonton, AB | Canada | T6G 2G7
Tel: 780.492.1937 | heather.richholt@ualberta.ca
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