



Monday, January 31, 2022  
Zoom Virtual Meeting  
2:00 PM - 4:00 PM

**OPENING SESSION**

1. Approval of the Agenda Bill Flanagan
2. Report from the President  
- COVID Update Bill Flanagan

**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.]*

Bill Flanagan

3. Approval of the Open Session Minutes
  - A. October 25, 2021
  - B. November 29, 2021
  - C. December 6, 2021
4. New Members of GFC
5. Proposed Change to AGPA Calculations for Internal Undergraduate Students

**ACTION ITEMS**

6. Notice of Motion - Changes to Voting Rules in the General Faculties Council Meeting Procedural Rules Andrei Tabirca

**DISCUSSION ITEMS**

7. Question Period Bill Flanagan
8. Path Forward for the Review of the GFC Guiding Documents Brad Hamdon
9. Exploration Credits Melissa Padfield  
Rowan Ley

**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.]*

10. Report of the GFC Executive Committee

11. Report of the GFC Academic Planning Committee
12. Report of the GFC Programs Committee
13. GFC Nominations and Elections (no documents)  
- [Current Vacancies](#)
14. Report of the Board of Governors
15. Information Items:
  - A. Annual Report of the Student Conduct Responses, Dean of Students' Portfolio 2020-2021
  - B. Annual Report of Appeals and Compliance Officer 2020-2021
  - C. BN on the Changes to the Report on Metrics associated with academic restructuring
  - D. Apportionment of General Faculties Council
  - E. [COVID-19 Governance Decision Tracker](#)
  - F. Work-integrated Learning - Administrative Terminations
  - G. Consensual Personal Relationships and Disclosure of Conflict of Interest Form
16. Information Forwarded to GFC Members Between Meetings
  - SAVE THE DATE | Joint Summit | 21 Jan 2022
  - RSVP: 5th Annual Joint Summit of the Governors

## **CLOSING SESSION**

17. Adjournment
  - Next Meeting of General Faculties Council: February 28, 2022

### Presenter(s):

Bill Flanagan	President and Vice-Chancellor, University of Alberta
Andrei Tabirca	NASA Appointee, Board of Governors Representative
Brad Hamdon	General Counsel and University Secretary
Melissa Padfield	Vice-Provost and Registrar
Rowan Ley	President, UA Students' Union

Documentation was before members unless otherwise noted.

Meeting REGRETS to:	Heather Richholt, 780-492-1937, richholt@ualberta.ca
Prepared by:	Kate Peters, GFC Secretary
University Governance	<a href="http://www.governance.ualberta.ca">www.governance.ualberta.ca</a>



# PRESIDENT'S REPORT

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## TO THE GENERAL FACULTIES COUNCIL – JANUARY 31, 2022

As has happened several times throughout the pandemic, the start of this term has not occurred as we hoped. On [December 22](#) we announced a “start safe plan” shifting many university activities online until January 18 to allow time to assess the impact of the Omicron variant on our communities. On [January 14](#), we extended online learning and working from home directives until February 28. The decision to move online was not taken lightly, and the health and well-being of our students, staff and faculty were at the forefront of those deliberations. I want to thank all staff, faculty and students for your flexibility and cooperation with these changing directives. We are determined to return to in-person learning at the end of February and continue to monitor public health information toward that goal.

In the midst of the uncertainty and change we have faced over the last two years, there remains an unwavering commitment to excellence in teaching and research. Since my last report alone, U of A researchers have received more than \$125 million from both provincial and federal governments in highly competitive grant competitions. In addition to new [infrastructure](#) funding announced in late November, in December the provincial government announced a historic [\\$55 million research and development grant](#). One of the largest grants ever received by U of A researchers, the project will expand the development of vaccines and antivirals at the U of A, co-led by Drs. Lorne Tyrrell and Matthias Götze. The new [infrastructure](#) funding will support 11 projects across the university, spanning the areas of health, energy, environmental sciences, agriculture and astrophysics. These recent investments from the province demonstrate the value of maintaining a robust system of research-intensive post-secondary in Alberta.

Following these announcements from the provincial government, early in the new year the [federal government awarded](#) the U of A-based [Ärramät Project](#) a \$24 million grant from [New Frontiers in Research Fund](#)– a fund aimed at supporting large-scale, Canadian-led interdisciplinary research projects that address major global challenges. [Ärramät](#) will connect 140 Indigenous-led, place-based research projects from across the globe, each tackling issues with both hyper-local and global implications. Under co-principal investigator Brenda Parlee’s leadership, [Ärramät](#) features 12 collaborators from the University of Alberta and 34 researchers from other institutions.

I am also delighted to report that the U of A will be sending its [76th Rhodes Scholar](#) to Oxford next fall. Second-year medical student and co-founder of the [Indigenous Medical Students’ Association of Canada](#), Jesse Lafontaine plans to study both public policy and translational health science.

Ensuring that the U of A continues to sustain and nurture research and learning excellence is a key priority for GFC, and these recent successes illustrate the vitality of the U of A’s academic environment. I look forward to working with you on initiatives that will continue to enrich our campuses–the discussion at the Jan 21 Joint Summit on the development of the U of A work-integrated learning strategy is one example. Thank you for your participation last week and for your continued commitment to good academic governance at the U of A.

# U of A for Tomorrow

For your awareness, key UAT activities and milestones from the Fall term have been compiled by month and are available in the [UAT Fall 2021 Roundup](#).

The chief focus throughout the fall continued to be the implementation the [UAT operating model](#) including launching new structures, transitioning services, hiring new positions, standing up colleges offices, and more. Throughout the month of October, Vice-President Todd Gilchrist provided an overview of work being done in the administrative functions streams:

- [Looking ahead at the administrative functional streams](#)
- [Looking ahead at the central support services](#)
- [Looking ahead at the non-labour streams](#)
- [Looking ahead at supporting and sustaining activities](#)

Members of GFC may be particularly interested in the report of the Academic Leaders Task Group which was released in early November and in important organizational changes in research and students services announced in December:

- [Release of the Academic Leaders Task Group Report](#)
- [Release of the new Vice-President Research and Innovation structure](#)
- [Release of the vision for the future of student services at the university](#)

Implementing a new operating model across the institutions is not easy and the university is in a very difficult period of transition. Faculty, staff and students are having to adjust to major changes. Many familiar and essential services are moving and we all must learn new pathways to access these services. As we have noted throughout this process, it is likely that we may experience a temporary decline in service but as the central units are established, you can expect things to improve. However, this process takes time—it also takes innovative, solution oriented thinking from all of us.

We have more work to do and difficult choices continue to be made but I want to assure you that with your efforts we are reaching our goals. We are meeting the financial challenge and balancing our budget. We are prepared for the last of the planned cuts we expect will be announced in the provincial government's upcoming 2022 budget. By comparison to UniForum peers, in the last two years, the U of A has reduced its operational costs and increased efficiencies more than any other institution in the group. We have achieved 80% of our 3 year objective. These are hard-won successes; however, these reductions in administrative costs now will ensure that we focusing our resources where they are essential to our core academic mission. With this focus, we will be in position to increase access for more students, grow enrolment, and meet the employment needs of community organizations, businesses, and industry in the coming decades.

# For the Public Good

## BUILD

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### U of A graduates rank among most employable in the world

Graduate employability is an important measure that many university stakeholders, including prospective students, the government and other funders, use to evaluate the effectiveness of the U of A. [According to the latest QS Rankings](#), the U of A is listed fifth nationally, 35th in North America and 99th globally. The [2021 QS Graduate Employability Rankings](#) are based on five key indicators: employer reputation, alumni outcomes, employer-student connections, graduate employment rate, and partnerships with employers.

### Collaboration gets promising cancer treatment back on track

In 2015, University of Alberta cancer researcher Jack Tuszynski encountered hurdles with the US Patent Office while [working on a promising treatment](#) for bladder cancer. Having worked with the Li Ka Shing Applied Virology Institute on computer algorithms for liver cancer, he received advice from [Nobel Prize winner](#) Michael Houghton and Lorne Tyrell on what steps to take to secure the patent. With 15 years of work behind the molecule in question, the treatment has now moved into human trials.

### MORU targets Indigenous physicians, improved health outcomes

The [signing of an historic memorandum of relational understanding](#) (MORU) between the U of A and six First Nations from northeastern Alberta will result in more Indigenous medical practitioners and improve Indigenous experiences with healthcare. The purpose of the MORU is to increase higher Indigenous medical school applications, expand and improve training for all physician trainees on the challenges First Nations peoples face within the healthcare system, and developing new ways of addressing those challenges.

### Updated Health Hub set to help innovators and entrepreneurs

The Health Innovation Hub (formerly the University of Alberta Health Hub and Accelerator) has [rebranded in an effort to reach out to more researchers](#). The [Health Innovation Hub](#) offers support to those who want to move ideas from the lab to market more quickly and effectively, so that new products and processes can improve the world in which we live.

## EXPERIENCE

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### Bridging brain science and theater

Yelena Gluzman, a new addition to Media and Technology Studies in the Faculty of Arts, is looking forward to [exploring big, global questions](#) with her students in a way they might not expect. Her approach embraces an interdisciplinary focus, similar to much of the work occurring at the U of A. In fact, Gluzman identified the U of A's focus on interdisciplinarity as a key factor in her decision to join us here.

## Mentorship demonstrates possibilities of energy research training

The career choices for students in energy-related fields can be varied and the career path may not always be clear. The new [Energy Pathways Career Mentorship Program](#) pairs graduate students and postdoctoral fellows with a mentor to help inform and guide them as they enter the field. One pairing from the first year of the program [shared their insights from](#) the program, highlighting that, especially for a PhD student who focused on a very narrow topic in their studies, choosing a career path can feel like 'choice paralysis'. However, by exploring their full set of transferable skills and interests, students can sharpen their search and find the best fit to begin their career.

## EXCEL

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### Three new or renewed Canada Research Chairs at U of A

Public Health researcher Elaine Hyshka was [recently named Canada Research Chair \(CRC\)](#) in Health Systems Innovation in recognition of her work identifying ways to provide more support for those struggling with a substance use disorder, as well as the medical professionals who care for them. She is now one of the U of A's 101 active Canada Research Chairs. The 20 year old program is intended to support and encourage excellence in research and development across Canada. Pediatrics professor [Todd Alexander](#) was renewed as a Tier 2 CRC in Epithelial Transport Physiology, and Native studies professor [Kim Tallbear](#), was advanced to a Tier 1 CRC in Indigenous Peoples, Technoscience and Society.

### Two new and significant awards for Lorne Tyrell

Lorne Tyrell recently received two new awards to add to his impressive list of accolades. The [2021 Henry G. Friesen International Prize in Health Research](#), which recognizes exceptional innovation by a visionary health leader of international stature, and the [2022 Baruch S. Blumberg Prize](#), which honours outstanding contributions that advance the science and medicine of hepatitis B, are well-deserved honours reflecting a full and successful career. His leadership extends beyond his positions as Dean of the Faculty of Medicine and Dentistry (1994-2004) and as Founding Director of the Li Ka Shing Institute of Virology (2010-present), and he has cultivated an innovative and collaborative environment which has found success and recognition. The provincial government's recent [\\$55 million funding](#) in these areas is one such example.

### External Awards:

- Class of 2022 Rhodes Scholar - Jesse Lafontaine
- Appointed a Member of the Order of Canada - W. Roman Petryshyn
- Tier 1 Canada Research Chair in Indigenous Peoples, Technoscience and Society – Kim Tallbear
- Tier 2 Canada Research Chair in Epithelial Transport Physiology – Todd Alexander
- Tier 2 Canada Research Chair in Health Systems Innovation - Elaine Hyshka
- 2021 Henry G. Friesen International Prize in Health Research - Lorne Tyrell
- 2022 Baruch S. Bloomberg Prize - Lorne Tyrell

## Internal U of A 2021 Recognition Awards:

In addition to celebrating those staff with 25, 30, 35, 40 or 45 years of service, the [Celebration of Service](#) also recognized faculty and staff in several categories:

### Excellence in Learning Support

- Joanne Rodger, Director, Program Quality & Accreditation - MD Program, Faculty of Medicine & Dentistry
- Deena Hamza, Implementation & Health Professions Education Scientist - Postgraduate Medical Education, Faculty of Medicine & Dentistry

### Excellence in Leadership

- Bailey Sousa, Director of Operations - Peter Lougheed Leadership College
- Shaniff Esmail, Interim Chair and Professor - Department of Occupational Therapy

### APO, FSO, MAPS & Librarian Recognition Award

- Corey Davis, Faculty Service Officer - Department of Biological Sciences
- Salena Kitteringham, Director, Communications and Marketing - Faculty of Medicine & Dentistry  
(*current position: Director, Communications and Marketing Partnerships, External Relations*)

### Support Staff Recognition Award

- Christie Nohos, Executive Assistant/Office Manager - Department of Renewable Resources and Department Resource Economics & Environmental Sociology
- Jeff Johnston, Lead Coordinator, Fabrication Workshop - Department of Biological Sciences
- Linda Christensen, Administrative Assistant - Department of Biological Sciences

## ENGAGE

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### Indigenous biodiversity and health project receives \$24 million

[The Árramāt Project](#) was recently awarded \$24 million from the federal government's [New Frontiers in Research Fund](#). The project brings together 150 Indigenous organizations and governments from around the world at 35 institutions to carry out 140 Indigenous-led, place-based research projects examining links between loss of biodiversity and the decline in Indigenous health. 12 academics from the U of A will assist with the [project that has been funded for six years](#).

### Wastewater testing a useful tool for tracking viruses

A [Pan-Alberta Network for Wastewater-based SARS CoV2 Monitoring](#) has found municipal wastewater to be useful, and accurate, in tracking general community spread of Covid-19 infections. The process detects traces of the virus shed through the bowel into the sewage system, and could be used to test other enteric viruses that shed through the digestive system. The process is not specific enough to diagnose a single person, but testing in individual care facilities can occur, and provide early warning that the virus exists within a facility. The U of A project team, along with a team from the University of Calgary, continually track data from nearly 75% of the province's population through partnerships across 25 municipalities.

### \$55 million of funding will build a different type of pipeline

A [grant from the provincial government](#) announced on December 1, 2021 will enhance the production of vaccines and therapeutic drugs to fight viral disease by facilitating the movement of new ideas from concept, through trials and on to commercialization. The funds will support facility improvements, in addition to \$15 million for vaccine projects and \$10 million for studies on antiviral drugs. This support will strengthen the university's ability to help get health products to market where they can protect the health of Canadians and people around the world. This funding, and the projects it will support, will position the U of A to be a key player in future pandemic responses, and in fighting many other diseases.

### \$27 million investment in innovation supports 11 U of A projects

The Government of Alberta has [announced](#) a significant four-year investment in U of A research through its Research Capacity Program. The \$27 million in funding will support research projects in health, energy, environmental sciences, agriculture and astrophysics. Provincial funding from the Research Capacity Program [matches](#) federal funding from the Canada Foundation for Innovation. This investment in infrastructure and technology helps position the U of A as an innovation leader.

### Leadership Changes

On November 29, 2021, Provost Steve Dew [announced](#) the reappointment of Dr. Chris Andersen as the Dean of the [Faculty of Native Studies](#) for a second five-year term from July 1, 2023 to June 30, 2028. Dr. Andersen will be on administrative leave from July 1, 2022 to June 30, 2023. Under his leadership, the Faculty of Native Studies has continued to build its presence as a top Indigenous Studies unit in the world, underpinned by a foundation of cutting-edge scholars, excellent support staff, outstanding students and community engagement.

Dr. Helen Vallianatos has been appointed Acting Vice-Provost and Dean of Students for a term of January 1, 2022 to June 30, 2022 while Dr. André Costopoulos is on an administrative leave that was scheduled when he was reappointed for a second five-year term on July 1, 2021.



New Members of GFC

**MOTION I: TO APPOINT:**

The following representative from Chair's Council to serve on GFC for a term commencing January 31, 2022 and ending June 30, 2022

Ryan Dunch                      Arts

The following representative elected from the Association of Academic Staff University of Alberta – Academic Teaching Staff for a term commencing January 31, 2022 and ending June 30, 2024

Valentina Kozlova              Arts

**Governance Executive Summary**  
**Action Item**

<b>Agenda Title</b>	<b>Proposed Change to AGPA Calculation for Internal Undergraduate Students</b>
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**Motion**

That General Faculties Council approve, as recommended by GFC Programs Committee, the proposed change to the admissions regulation to allow repeated courses to be used in the calculation of admission grade point average (AGPA) for internal undergraduate students.
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**Item**

Action Requested	X Approval <input type="checkbox"/> Recommendation
Proposed by	Melissa Padfield, Vice-Provost & University Registrar
Presenter(s)	Jane Lee, Assistant Registrar and Director, Admissions Anna Hughes, Associate Registrar, Enrolment Management

**Details**

Office of Administrative Responsibility	Office of the Registrar
The Purpose of the Proposal is ( <i>please be specific</i> )	The proposal is before the committee to adjust what courses are allowed in the AGPA calculation for internal post-secondary transfer students.
Executive Summary ( <i>outline the specific item – and remember your audience</i> )	As part of the SET centralization of transfer admissions initiative approved in February 2021, work is underway to streamline and automate transfer applications with the current focus on internal applicants in the faculties of ALES, Arts, Augustana, Business, Education, Engineering, KSR, Native Studies, Nursing, Saint-Jean, and Science.  A modification of the current regulation that restricts the use of repeated courses in the calculation of the admissions grade point average will allow us to continue with this work. There is minimal academic risk assessed as this change is applicable only to internal students and the University of Alberta has a reregistration policy in place that restricts students from repeating courses with a passing grade except with the dean's approval.
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p>&lt;For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a>&gt;</p>	<p><b><u>Those who are actively participating:</u></b></p> <ul style="list-style-type: none"> <li>● Office of the Registrar</li> <li>● Faculties: ALES, Arts, Augustana, Business, Education, Engineering, KSR, Native Studies, Nursing, Saint-Jean, Science</li> <li>● SET Transfer Admissions Initiative Project Team (including staff from Education &amp; Science)</li> <li>● SET Transfer Admissions Initiative Steering Committee (including representatives from faculties of Science, Education, Business, Native Studies)</li> <li>● Undergraduate Working Group on Admissions Transformation</li> </ul>
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	<p><u><i>Those who have been consulted:</i></u></p> <ul style="list-style-type: none"> <li>• Program Support Team (October 28, 2021)</li> <li>• Programs Committee (November 18, 2021)</li> </ul>
	<p><u><i>Those who have been informed:</i></u></p> <ul style="list-style-type: none"> <li>• Advisory Committee on Enrolment Management (June 18, 2021)</li> </ul>
Approval Route (Governance) (including meeting dates)	<ul style="list-style-type: none"> <li>• Programs Committee (November 18, 2021)</li> <li>• Programs Committee (December 9, 2021)</li> <li>• General Faculties Council (January 31, 2022)</li> </ul>

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	<p>Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.</p> <p>Goal: Build a diverse, inclusive community of exceptional students, faculty, and staff from Alberta, Canada, and the world.</p> <p>Objective 1: Build a diverse, inclusive community of exceptional undergraduate and graduate students from Edmonton, Alberta, Canada, and the world.</p>													
Alignment with Core Risk Area	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> Enrolment Management</td> <td><input type="checkbox"/> Relationship with Stakeholders</td> </tr> <tr> <td><input type="checkbox"/> Faculty and Staff</td> <td><input 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 type="checkbox"/> Safety</td> </tr> <tr> <td><input type="checkbox"/> Leadership and Change</td> <td><input type="checkbox"/> Student Success</td> </tr> <tr> <td><input type="checkbox"/> Physical Infrastructure</td> <td></td> </tr> </table>		<input checked="" type="checkbox"/> Enrolment Management	<input type="checkbox"/> Relationship with Stakeholders	<input type="checkbox"/> Faculty and Staff	<input type="checkbox"/> Reputation	<input type="checkbox"/> Funding and Resource Management	<input type="checkbox"/> Research Enterprise	<input type="checkbox"/> IT Services, Software and Hardware	<input type="checkbox"/> Safety	<input type="checkbox"/> Leadership and Change	<input type="checkbox"/> Student Success	<input type="checkbox"/> Physical Infrastructure	
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<input type="checkbox"/> Physical Infrastructure														
Legislative Compliance and jurisdiction	<p><i>Post-Secondary Learning Act</i> GFC Programs Committee Terms of Reference</p>													

Attachments

1. Attachment 1: Proposal
2. Attachment 2: Proposed Calendar copy change
3. Attachment 3: Reregistration policy

Prepared by: Jane Lee, Assistant Registrar and Director, Admissions, jane.lee@ualberta.ca>

## Item No. 5

**Attachment 1:** Proposal to allow use of repeated courses in AGPA calculation for internal undergraduate transfer students

### Background

The Centralization of Undergraduate Transfer Admissions Initiative is a SET initiative (approved in Feb 2021) is focused on delivering the following:

1. Streamline and automate where possible, through central processes and systems (e.g., Slate, Campus Solutions), transfer admissions functions as they relate to internal and external applicants, with the exception of applicants with academic standing issues or applying to specific programs.
2. Continuous Improvement: Review and simplify admission criteria, pursue systems/technical improvements, and implement process enhancements that will be critical to streamlining admissions.
3. Transfer credit processes are retained by academic units and assessed when a student accepts their offer of admission. Improvements in Campus Solutions, which acts as a single source of truth for transfer credit, should be led centrally. Technical improvements and financial support are needed for this endeavour which supports the entire transfer admission process.

Phase 1 Transfer Admissions Initiative is focused on the internal transfer applications. In the Fall 2020 intake cycle, 7,170 applications were submitted by internal applicants out of 15,607 transfer applications.

There is currently a restriction in the Calendar that states “Note: Where the applicant has more than one passing grade for the same course at any institution, only the first passing grade is used in calculating the grade point average(s) for admission purposes.”

### Proposed Change

In order to automate the calculation of the Admission GPA (AGPA) for internal transfer admission in Slate (the application system used for undergraduate programs), the project team has identified that this current restriction of not allowing repeated courses to be used in the calculation needs to be modified.

We are proposing that we allow repeated courses to be used in the calculation of AGPA for internal transfers for the participating faculties in this initiative (ALES, Arts, Augustana, Business, Education, Engineering, KSR, Native Studies, Nursing, Saint-Jean, Science). All impacted faculties have been a part of the decision making process.

### Impact

The ability to automate these calculations will open up the opportunity for automation of transfer application decisions. This will enhance the student experience by providing a more streamlined process, admission offers released earlier, and will reduce the amount of manual processing/review required. We may be able to leverage automated AGPA calculation for the 2022 intake cycle as internal applications processing typically begins in December/January. If we are not able to implement this for the 2022 cycle, we will be able to for the 2023 cycle.

This change would mean that if a student is permitted to repeat a course that the second passing attempt would also be included in the AGPA calculation if the first and second attempts are within the most recent 24 credits.

For internal transfer applicants there is minimal academic risk in allowing this change as the University of Alberta prohibits reregistration in courses except by exception by the Dean (or designate) of the Faculty in which they are enrolled.

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Internal applicants are defined as current students who are applying to a different program (within their current or between faculties) or previous students whose most recent attendance is at the University of Alberta. Students who have most recently attended the University of Alberta but also attended an external postsecondary institution in the past and have less than 24 credits would be flagged for review and their AGPA would be manually calculated.

Attachment 2: Proposed Calendar Copy Change

[https://calendar.ualberta.ca/content.php?catoid=34&navoid=10115#postsecondary\\_transfer\\_applicants](https://calendar.ualberta.ca/content.php?catoid=34&navoid=10115#postsecondary_transfer_applicants)

Proposed	Current
<p><b>Postsecondary Transfer Applicants</b></p> <p>Admission of postsecondary transfer applicants is generally based on both high school admission requirements and academic performance in postsecondary coursework, transferable to the University of Alberta (See <a href="#">Admissions Chart 3</a> below for details). However, some Faculties have additional program specific requirements; applicants should also consult specific Faculty and program admission requirements in <a href="#">Admission Requirements by Faculty</a> for further information.</p> <p>This section also applies to applicants transferring from one Faculty or program to another at the University of Alberta.</p> <p>Admission is competitive.</p> <p><b>Admissions Chart 3 Substitution of High School-Level Course Requirements</b> Admissions Chart 3 sets out the transferable postsecondary credit which will be substituted in cases where applicants do not present, for the programs to which applications are being made, the appropriate High School-level courses based on the Alberta Education curriculum. Prospective students who completed high school education from outside Alberta should review the Provincial Admission Course Equivalents for acceptable high school courses in the three categories on the <a href="#">Undergraduate Admissions &amp; Programs website</a>. Only 5-credit courses will be used for admission purposes.</p> <p><i>[Chart of course substitutions from the Calendar has excluded due to formatting a issue. There are no changes to the chart which can be viewed on the Calendar.]</i></p> <p><b>Admission Criteria for Transfer Applicants</b> Notwithstanding the following information, admission to the University of Alberta is competitive. Many programs may require a higher minimum admission average than that specified below.</p> <ol style="list-style-type: none"> <li>1. Admission Grade Point Average (AGPA) Calculation: The AGPA is calculated on all</li> </ol>	<p><b>Postsecondary Transfer Applicants</b></p> <p>Admission of postsecondary transfer applicants is generally based on both high school admission requirements and academic performance in postsecondary coursework, transferable to the University of Alberta (See <a href="#">Admissions Chart 3</a> below for details). However, some Faculties have additional program specific requirements; applicants should also consult specific Faculty and program admission requirements in <a href="#">Admission Requirements by Faculty</a> for further information.</p> <p>This section also applies to applicants transferring from one Faculty or program to another at the University of Alberta.</p> <p>Admission is competitive.</p> <p><b>Admissions Chart 3 Substitution of High School-Level Course Requirements</b> Admissions Chart 3 sets out the transferable postsecondary credit which will be substituted in cases where applicants do not present, for the programs to which applications are being made, the appropriate High School-level courses based on the Alberta Education curriculum. Prospective students who completed high school education from outside Alberta should review the Provincial Admission Course Equivalents for acceptable high school courses in the three categories on the <a href="#">Undergraduate Admissions &amp; Programs website</a>. Only 5-credit courses will be used for admission purposes.</p> <p><i>[Chart of course substitutions from the Calendar has excluded due to a formatting issue. There are no changes to the chart which can be viewed on the Calendar.]</i></p> <p><b>Transfer from a Postsecondary Institution</b> Notwithstanding the following information, admission to the University of Alberta is competitive. Many programs may require a higher minimum admission average than that specified below.</p> <ol style="list-style-type: none"> <li>1. Admission Grade Point Average (AGPA) Calculation: The AGPA is calculated on all</li> </ol>

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university transferable coursework completed in the most recent two terms of study if they contain a minimum of ★24. If those two terms contain less than ★24, all work in the next most recent term(s) is included in the calculation until the minimum total of ★24 is reached. Fall/Winter courses are considered Winter courses in these calculations. For applicants who have attempted less than ★24 of transferable postsecondary work, the AGPA is based on all university or university transfer credits attempted.

AGPA calculation for applicants who have repeated courses:

- a. For applicants who have only attended the University of Alberta, all coursework completed in the most recent 24 units will be used in the AGPA calculation.
- b. For applicants who have ever attended another post-secondary institution and who have more than one passing grade for the same course at any institution outside of the University of Alberta, only the first passing grade is used in the AGPA calculation.
- c. For all applicants to undergraduate programs in the faculties of Medicine and Dentistry, Pharmacy and Pharmaceutical Sciences, and Law, only the first passing grade is used in calculating the AGPA when an applicant has more than one passing grade for the same course at any institution.

2. Applicants who have met the appropriate minimum matriculation requirements on first admission to another postsecondary institution will be considered for admission to the University of Alberta, if they
  - a. present an admission grade point average (AGPA) of at least 2.0;
  - b. meet all other admission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.).
3. Students seeking admission who had not taken all five required Grade 12 subjects on first admission to another postsecondary program will be considered for admission to the University if they

university transferable coursework completed in the most recent two terms of study if they contain a minimum of ★24. If those two terms contain less than ★24, all work in the next most recent term(s) is included in the calculation until the minimum total of ★24 is reached. Fall/Winter courses are considered Winter courses in these calculations. For applicants who have attempted less than ★24 of transferable postsecondary work, the AGPA is based on all university or university transfer credits attempted.

Note: Where the applicant has more than one passing grade for the same course at any institution, only the first passing grade is used in calculating the grade point average(s) for admission purposes.

2. Applicants who have met the appropriate minimum matriculation requirements on first admission to another postsecondary institution will be considered for admission to the University of Alberta, if they
  - a. present an admission grade point average (AGPA) of at least 2.0;
  - b. meet all other admission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.).
3. Students seeking admission who had not taken all five required Grade 12 subjects on first admission to another postsecondary program will be considered for admission to the University if they



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<p>a. have successfully completed, through further high school or university transfer work, the five required matriculation subject areas specified for admission to the particular degree program to which the student has applied;</p> <p>b. present the appropriate minimum application average on all five subjects specified for admission;</p> <p>c. meet all other admission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.).</p> <p>4. Students seeking admission who have not met the appropriate minimum application average on first admission to another postsecondary program will be considered for admission to the University of Alberta if they</p> <p>a. have successfully completed at least ★24 transferable to the University of Alberta;</p> <p>b. present an AGPA of at least 2.0;</p> <p>c. meet all other admission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.).</p> <p>5. To be considered for readmission, an applicant who has been required to withdraw from the University of Alberta must</p> <p>a. if the student is seeking readmission to the same Faculty, meet all conditions set by the Faculty at the time of the requirement to withdraw; or</p> <p>b. if the student is seeking readmission to another Faculty, in general, present ★18 transferable to the University with an AGPA of at least 2.7 or ★24 transferable to the University with an AGPA of at least 2.0 on work done after being required to withdraw and meet all other admission or readmission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.). Specific Faculty and program admission requirements may vary. Consult <a href="#">Admission</a></p>	<p>a. have successfully completed, through further high school or university transfer work, the five required matriculation subject areas specified for admission to the particular degree program to which the student has applied;</p> <p>b. present the appropriate minimum application average on all five subjects specified for admission;</p> <p>c. meet all other admission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.).</p> <p>4. Students seeking admission who have not met the appropriate minimum application average on first admission to another postsecondary program will be considered for admission to the University of Alberta if they</p> <p>a. have successfully completed at least ★24 transferable to the University of Alberta;</p> <p>b. present an AGPA of at least 2.0;</p> <p>c. meet all other admission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.).</p> <p>5. To be considered for readmission, an applicant who has been required to withdraw from the University of Alberta must</p> <p>a. if the student is seeking readmission to the same Faculty, meet all conditions set by the Faculty at the time of the requirement to withdraw; or</p> <p>b. if the student is seeking readmission to another Faculty, in general, present ★18 transferable to the University with an AGPA of at least 2.7 or ★24 transferable to the University with an AGPA of at least 2.0 on work done after being required to withdraw and meet all other admission or readmission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.). Specific Faculty and program admission requirements may vary. Consult <a href="#">Admission</a></p>
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Requirements by Faculty for the Faculty that you are applying to.

6. To be considered for admission or readmission, an applicant who has been required to withdraw from another postsecondary institution must
  - a. have successfully completed, through high school or university transfer coursework, the five required matriculation subject areas specified for admission to the particular degree program to which the student has applied;
  - b. subsequent to having been required to withdraw, have successfully completed at least ★24 transferable to the University;
  - c. present an AGPA of at least 2.0;
  - d. meet all other admission or readmission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.).

Requirements by Faculty for the Faculty that you are applying to.

6. To be considered for admission or readmission, an applicant who has been required to withdraw from another postsecondary institution must
  - a. have successfully completed, through high school or university transfer coursework, the five required matriculation subject areas specified for admission to the particular degree program to which the student has applied;
  - b. subsequent to having been required to withdraw, have successfully completed at least ★24 transferable to the University;
  - c. present an AGPA of at least 2.0;
  - d. meet all other admission or readmission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.).

### Attachment 3: Reregistration Policy

<https://calendar.ualberta.ca/content.php?catoid=34&navoid=10146&hl=%22reregistration%22&returnto=search#reregistration-in-courses>

#### Reregistration in Courses

1. Students may not repeat any University course passed or courses for which they have received transfer credit except for reasons deemed sufficient, and verified in writing, by the Dean (or designate) of the Faculty in which they are enrolled.
2. Students may not reregister for credit or audit more than once in any failed University course, except for reasons deemed sufficient by the Dean (or designate) of the Faculty in which they are enrolled.
3. Students may not reregister for credit or audit more than once in any University course in which they have received a final grade of W, except for reasons deemed sufficient by the Dean (or designate) of the Faculty in which they are enrolled.
4. In cases where a student contravenes regulations 1, 2, or 3 above, the Dean (or designate) may withhold credit or indicate the course as extra to the degree, on the course registration that contravenes the regulation.
5. Students may not register for audit more than once in any University course in which they have received a final grade of AU (Audit) or AW (Audit Withdrawal) except for reasons deemed sufficient by the Dean (or designate) of the Faculty in which they are enrolled.
6. Students may repeat a Fall Term course in the Winter Term if it is offered in the Winter Term as long as the student complies with regulations 1, 2, and 3 above.
7. An undergraduate student who, because of unsatisfactory academic performance, is either required to withdraw, and/or required to repeat a year, and/or put on probation, will retain credit for courses in which grades of D or higher have been attained during the period for which the student's performance was evaluated as unsatisfactory. Notwithstanding this credit, Faculties may require substitution of other courses in programs in which full course loads are required.
8. The Faculties of Engineering, Law, Medicine and Dentistry, and Pharmacy and Pharmaceutical Sciences were granted exemption from (7) above.

**Governance Executive Summary**  
**Action Item**

<b>Agenda Title</b>	<b>Notice of Motion: Proposed Changes to the General Faculties Council (GFC) Meeting Procedural Rules on Voting</b>
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**Motion**

THAT the General Faculties Council approve the proposed changes to the GFC Meeting Procedural Rules on voting as set out in attachment 1 and to take effect upon approval.
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**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Andrei Tabirca, NASA Appointee, Board of Governors Representative
Presenter(s)	Andrei Tabirca, NASA Appointee, Board of Governors Representative

**Details**

Office of Administrative Responsibility	General Faculties Council
The Purpose of the Proposal is <i>(please be specific)</i>	At the November 29 <sup>th</sup> 2021 meeting, a member made a Notice of Motion as set out in 8.7 of the GFC Meeting Procedural Rules for debate at the next meeting of GFC. GFC Executive Committee is asked to recommend on the substance of this motion that GFC revise the GFC meeting Procedural Rules on voting to indicate that votes are tallied on votes cast not members present and to place the motion on the proposed GFC agenda.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The GFC Board of Governors Representative Andrei Tabirca has proposed a motion for GFC to revise the GFC Meeting Procedural Rules on voting. The GFC procedural rules (13.2) state that a motion is adopted on a simple majority of members present and that an abstention is not considered to be a vote cast (13.3). However, because the majority is calculated based on the number of members present, which is a fixed number, the abstention essentially acts as a “no” vote, as do those who do not vote at all.</p> <p>To illustrate, if voting is based on members present and if 10 are present at the meeting, a majority would be 6 votes. So, if 4 vote in favour, 3 opposed, 2 abstentions, and 1 person does not vote at all - the motion will fail because only 4 of the 10 votes are in favour. The abstentions and those who do not vote at all, while technically not counted as a “no” vote, are counted for the purposes of determining members present and in establishing the majority threshold.</p> <p>On the other hand, if voting were based on votes cast, the majority is based on voters. If 10 are present at the meeting, 4 vote in favour, 3 are opposed, 2 abstain, and 1 person does not vote at all – the majority is 4/7 and the vote will pass.</p> <p>Voting tallied on “majority of those present” is mentioned in rules 6.3, 8.3 and 13.2. The de facto result of this language is that an abstention counts, because despite abstaining, that person was “present” and counts for purposes of calculating the majority. In Articles 8.3 and 13.2 the Procedure separately refers to votes decided by a “majority of total membership”, the de facto result of which is the same – abstentions count. There is only one incident in the Procedure where the traditional</p>

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	<p>definition of “majority” is used, and that is in s. 15 where it says that amendments to the Procedures are by “majority of those present and voting”, in which case since abstentions are not a vote, they are not counted for purposes of calculating the majority threshold.</p> <p>Making the change to votes cast throughout the Meeting Procedural Rules will bring them into alignment with best practice in governance and will ensure more transparency and clarity in decision making. Once the change is made, votes will be calculated based on the number of votes cast and abstentions will not be counted at all. In addition to their use at General Faculties Council, and GFC Standing Committees, some Faculty Councils also use the Meeting Procedural Rules. The proposed change will alleviate the difficulty of tallying votes in faculty council as well.</p> <p>GFC Executive Committee Terms of Reference give the committee delegated authority from GFC over governance and procedural oversight (ss. 2(f) and 4.6). Executive Committee has authority to prepare the GFC agenda and is asked to place this item on the agenda for January 31, 2021.</p> <p>The proposed changes were developed by the GFC Executive <i>ad hoc</i> Committee on governance and procedural oversight. The consultation included below reflects work conducted under the leadership of Executive Committee.</p>
Supplementary Notes and context	<p><i>The GFC Executive Committee recommended that GFC approve proposed changes to the GFC Guiding Documents including the language set out in these proposed changes at their October 4, 2021 meeting. Because this proposal reflects only the rules that apply to voting, and because this is coming forward as a Notice of Motion from a GFC member, members of Executive Committee were asked to consider these changes as a distinct proposal. They recommended GFC approve the changes.</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>&lt;For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a>&gt;</p>	<p><b><u>Those who are actively participating:</u></b></p> <ul style="list-style-type: none"> <li>• The GFC Executive Committee <i>ad hoc</i> Governance and Procedure Review Committee (March 30, April 15, May 3)</li> <li>• GFC Executive Committee (February 10, March 8, April 12, May 10, June 14, September 13.)</li> </ul> <p><b><u>Those who have been consulted:</u></b></p> <ul style="list-style-type: none"> <li>• Members of General Faculties Council (April 28, September 20)</li> <li>• Members of GFC Standing Committees (April 28)</li> <li>• Chiefs of Staff for the Offices of the Vice-President, Vice-Provost (Indigenous Programs and Research), Special Advisor, Equity and Human Rights (Summer, 2021)</li> </ul> <p><b><u>Those who have been informed:</u></b></p> <ul style="list-style-type: none"> <li>• Members of General Faculties Council (March 22, April 26, June 7, September 20)</li> <li>• Members of GFC Standing Committees (orientation sessions for all standing committees Fall, 2021)</li> </ul>
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Approval Route (Governance) (including meeting dates)	January 10, 2022 – GFC Executive Committee – For Recommendation January 31, 2022 – GFC – For approval
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**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.	
	<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 checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	General Faculties Council Terms of Reference GFC Executive Committee Terms of Reference GFC Meeting Procedural Rules Principles for GFC Delegation of Authority	

Attachments (each to be numbered 1 - <>)

1. Proposed Changes to the GFC Meeting Procedural Rules (page(s) 1 - 6)

*Prepared by:* Kate Peters, Secretary to General Faculties Council (GFC) [peters3@ualberta.ca](mailto:peters3@ualberta.ca)



## **Meeting Procedural Rules**

### **Introduction**

General Faculties Council (GFC) has on many occasions confirmed its commitment to having a set of rules that assist rather than impede the conduct of business. GFC rules are not meant to unduly restrict debate or limit opportunities for participation. Their purpose is to facilitate inclusive and respectful dialogue, while ensuring efficient decision-making. It is the responsibility of the Chair, with the support of GFC, to employ the rules governing general meetings in a manner consistent with these principles. Substantive motions should be handled with considerable formality, but whenever possible the Chair should deal with matters of procedure by general agreement.

The following rules and procedures are based on a number of fundamental principles that encourage participation and engagement of members. These principles include:

- A commitment to inclusive and participatory decision-making.
- A commitment to openness, transparency and respectful communication.

### **1. Procedural Rules**

- 1.1 GFC and its standing committees are governed by the procedural rules set out below. For matters not covered by these rules, or by the *Post Secondary Learning Act* (PSLA) reference shall be made to the current edition of *Robert's Rules of Order*. If this does not provide clear direction regarding a point in question, then the Chair shall decide how to proceed. However, such rulings by the Chair may be overruled via a motion supported by a ~~vote of the majority of those present.~~ majority of votes cast.
- 1.2 The chairs of GFC and its standing committees will be responsible for guiding meetings of GFC and its standing committees, enforcing rules, and deciding questions pertaining to those rules. Any decisions of the chair are subject to challenge (see 10.3).
- 1.3 The Chair will not participate actively in debate regarding a motion before GFC without passing the role of the Chair to the Vice-Chair for the duration of the debate and the subsequent vote.

### **2. Meetings**

- 2.1 GFC and its standing committees shall meet regularly during the academic year, the schedule of which will be published on the governance website at least one month before the beginning of each academic year. GFC meetings will not be scheduled during the period set aside for final examinations or Reading Week, however committee meetings may occur during this time.
- 2.2 Cancellation - GFC Executive Committee may cancel a meeting of GFC if it determines that the number and nature of the agenda items make it reasonable to defer consideration, and provided that notice of such cancellation is given to members at least one week prior to the date of the meeting. The Chair of a GFC standing committee may cancel a meeting if the agenda items make it reasonable to defer

consideration, and provided that notice of such cancellation is given to members as early as possible.

- 2.3 From time to time, the Chair of GFC may call special meetings of GFC, provided that notice of such meetings is given to members at least one month in advance.
- 2.4 GFC meetings shall normally be scheduled and planned to end two hours after being called to order.
- 2.5 Debate on new items of business will not be entertained after GFC has been sitting for three hours.
- 2.6 No audio or video recording of meetings shall be permitted unless by express authority of the Chair.

### **3. Open Sessions**

- 3.1 Meetings of GFC and its standing committees are normally held in open session, with the exception of those dealing with nominations and adjudication which are always held in closed session.
- 3.2 Subject to the limitations of space and orderly conduct as determined by the chair, members of the university community and the general public may attend open meetings as observers. Observers may only speak if expressly invited to do so by the Chair.

### **4. Closed Sessions**

- 4.1 From time to time, GFC or its committees may hold meetings or portions of meetings as closed meetings; at that point, proceedings will be confidential and all non-members, except those specifically invited, will be asked to withdraw.

### **5. Questions**

- 5.1 If more information than is provided as part of the meeting agenda is required, information requests may be made of the University Governance office.
- 5.2 Questions on an issue within GFC's jurisdiction may be submitted in writing to the GFC Secretary up to six working days before the next GFC meeting to receive a written response
- 5.3 Every GFC meeting has Question Period as a standing item wherein members may raise a question during the time set aside for this item (see 6.5). Procedures for Question Period are available at [ualberta.ca/governance](http://ualberta.ca/governance)
- 5.4 Questions with regard to a specific item on an agenda may be raised during consideration of that item at the GFC meeting.

### **6. Agendas**

- 6.1 The agenda of each GFC meeting will be proposed by the GFC Executive Committee and approved by GFC. The GFC Executive Committee will ensure that items put before GFC are complete and ready for discussion and published in advance of the meeting.



- 6.2 If GFC members want to have an issue debated, they are asked to submit the issue to the GFC Executive Committee. Whenever possible, members wishing to add items to the agenda should contact the Chair or GFC Secretary two weeks in advance of the GFC Executive Committee meeting to allow time for the item to be added to the agenda.
- 6.3 Should a member wish to add an item to the agenda at a meeting of GFC, a two-thirds ~~majority of~~ votes cast of those present is required; the Chair will then determine where the item appears on the agenda. In cases where the Chair or GFC Secretary has been informed in advance of a planned request to add a new item, but after the agenda has been published, the proposal shall be circulated to members through the normal means.
- 6.4 When the Agenda is being approved, the Chair will entertain a request to change the order of items, for specified reasons.
- 6.5 Each agenda of GFC and its standing committees will include Question Period of one half hour in length that may be extended with the approval of members.
  - a. Question period is comprised of both written questions and, time permitting, questions from the floor.
  - b. The Chair will rule on whether a question from the floor can be answered expeditiously; if not, it will be referred to the appropriate officer for response at the next meeting.
- 6.6 Reports from standing committees are included on the GFC agenda for information only. Questions may be asked for clarification, but no debate may take place on such items.
- 6.7 Reports for Information may be moved to the discussion part of the agenda if a member gives two days notice to the GFC Secretary to ensure that an appropriate person is present to answer questions that may arise during discussion.
- 6.8 Agendas and materials for open session meetings are posted at [ualberta.ca/governance](http://ualberta.ca/governance)

## 7. Quorum

- 7.1 General Faculties Council - The quorum for a GFC meeting is one-third of the total membership, except in the months of May through August when the quorum shall be one-quarter of the total membership.
- 7.2 GFC Standing Committees – The quorum for standing committee meetings is one-half of the voting members or, in the case where this is an even number, one-half plus 1 member.
- 7.3 Vacancies on committees are not included when establishing quorum.
- 7.4 Maintaining quorum - A duly-called meeting which starts with a quorum present shall be deemed to have a continuing quorum, notwithstanding the departure of voting members, unless the quorum is challenged by a voting member. In the event of a challenge, the remaining members may choose to adjourn or continue the meeting. In

the event of a decision to continue a meeting without quorum, the minutes shall record this fact and any decisions taken must be ratified at the next meeting.

## 8. Motions

- 8.1 Normally, all motions concerning substantive matters shall be published in the agenda materials.
- 8.2 All motions must be moved and seconded by members of GFC. Motions to appoint new members may only be moved and seconded by statutory members of GFC.
- 8.3 Motions pass with a majority of votes cast, except for the following: (1) motions to add an item to the agenda require a two-thirds majority of ~~those present~~votes cast; (2) motions to rescind a motion require a two-thirds majority of total members.
- 8.4 To make a motion, a member must be recognized by the Chair. (In the interest of clarity and to expedite business, it is advisable to provide a written motion to the GFC Secretary). The person making a motion will be invited by the Chair to speak first in any ensuing debate.
- 8.5 **Amendments to Motions** - A member may make a motion to amend the wording – and within certain limits the meaning – of a pending motion before the pending motion itself is voted upon. The amendment must be germane and cannot be used to introduce a new subject. An amendment is debatable.
- 8.6 **Motion to Adjourn** - A motion to adjourn is a motion to close the meeting. It must be seconded, is not debatable or amendable, and typically requires a simple majority of votes cast. During the months of March and April, motions to adjourn require a two-thirds majority of votes cast if substantive items of business remain on the agenda.
- 8.7 During the course of a GFC meeting, members may make a Notice of Motion for debate at the next GFC meeting. In such cases GFC Executive will be responsible for placement of the motion on the next GFC agenda.

## 9. Motions for Specific Purposes

- 9.1 **Motion to Table** – Enables the pending question to be laid aside until some future time. The motion cannot be debated. The mover may make a statement regarding what information they believe would be required to remove the item from the table, and the proposer of the item may make a brief comment on the impact of tabling the motion.
- 9.2 **Motion to Take From the Table** – Brings the motion back before GFC and cannot be debated.
- 9.3 **Motion to Reconsider** an item which was voted upon at the current or the last meeting. If passed, proceedings are restored to the point immediately prior to the vote to which it applies.
- 9.4 **Motion to Rescind a Motion** is only used when a Motion to Reconsider is out of time. Motions to Rescind require support of two-thirds of the total membership if no Notice of Motion was given, but only a simple majority of votes cast if Notice was given.

## 10. Debate

- 10.1 Normally, a member may not speak for a second time until the Chair is satisfied that all members wishing to speak for their first time have done so.
- 10.2 A member who has the floor may not normally be interrupted. However, the Chair may interrupt a speaker if the speaker is out of order by using unacceptable language, is abusive of other members, or is not speaking to the motion. If the Chair does not do so, a member may raise this as a point of order.
- 10.3 **Point of Order** - It is the right of any member who notices a breach of the rules of Council to insist on their enforcement. If the Chair fails to notice such a breach, any member may make the appropriate Point of Order, calling on the Chair for a ruling. A Point of Order does not require a seconder, it is not debatable or amendable, and cannot be reconsidered.
- 10.4 **Calling the Question** - Upon hearing a member call the question, the Chair will ask members if they are ready to vote on the motion being discussed. If there appears to be opposition to closing the debate, the Chair may ask for a motion to close debate. If seconded, members will then vote on this motion and proceed accordingly.

## 11. Debates without Motions

- 11.1 When discussion of an issue and the formal rules pertaining to making motions, debate, and voting seem to be a hindrance to thoughtful discussion, the GFC agenda can allow for a less structured discussion guided by the Chair and the consensus of the members in attendance.

## 12. Attendance

- 12.1 Delegates – members who serve on GFC or its standing committees by virtue of their office may send a delegate; such delegates shall act with all the rights of membership. There shall be no alternates for other members.
- 12.2 GFC attendance - If a student misses two consecutive meetings or more than three meetings, the Students' Union or the Graduate Students' Association may request that the Chair declare the position vacant. If a faculty representative or a non-student appointed member misses two consecutive meetings or more than three meetings in one academic year without a reason satisfactory to the members of the GFC Executive Committee, the Executive Committee may declare the position vacant.
- 12.3 Standing committee attendance - If an elected member is absent from three consecutive meetings or is frequently absent without a reason satisfactory to the remaining members of the Committee, the Chair shall declare the position vacant.

## 13. Voting

- 13.1 All members of GFC are charged with the responsibility of examining issues before Council and voting as they judge fit on such issues. No member of GFC, regardless of how that person gains membership on Council, is an instructed delegate.
- 13.2 Motions shall normally be adopted on a simple majority of ~~members present~~ votes cast except to add items to the agenda which requires a two-thirds majority of ~~these~~ present votes cast, or for a Motion to Rescind which requires a two-thirds majority vote of total membership.

- 13.3 An abstention is not considered to be a vote cast.
- 13.4 The Chair votes only in the instance of a tie. When there is a tie vote, the motion is lost if the Chair abstains.
- 13.5 All members may participate in discussions; only voting members may move, second and vote on motions.
- 13.6 Electronic Votes by Committees – In cases where extensive deliberation is not essential to determining a course of action and it is necessary for a business item to be decided before the next scheduled meeting, the Chair and Secretary of a GFC standing committee may hold an electronic vote. The motion will be duly moved and seconded and all normal procedures will be followed in conducting the e-mail ballot. However, upon receiving the item of business and ballot, any committee member may request that the matter be debated at the next meeting or at a special meeting and the vote delayed until after that debate, with the Chair determining the appropriate course of action.
- 13.7 Electronic Votes by GFC – In cases where GFC is the electing body to populate certain selection committees and other bodies, the election process may use e-vote mechanisms.
- 13.8 Electronic Approval of Committee Reports by GFC – Reports from the Nominating and Replenishment Committees may be distributed electronically to GFC members and are considered approved by the deadlines indicated on the report subject to receipt of additional nominations.

#### **14. Records of Proceedings**

- 14.1 Official Record – The official record of meetings of GFC shall be the minutes taken by the Secretary and approved by GFC.
- 14.2 Minutes – The minutes shall reflect the decisions made and reasons for the decision.

#### **15. Amendment of these Rules and Procedures**

Rules and procedures governing meetings of General Faculties Council may be amended by a majority ~~of votes cast of those present and voting~~ at a duly constituted meeting of GFC, provided that notice of the proposed amendment has been given and that a quorum is present at the time the vote is taken. Rules are reviewed every three years.

#### **16. Links**

[GFC terms of reference](#)  
[Question period procedures](#)

**Question from GFC Elected Faculty Member Dilini Vethanayagam on PDF Salary Scales**

What is the U of A's rationale for PDF salary scales? They currently sit at around 60K (vs 80K or higher in other OECD countries). This makes it harder sometimes for faculty to recruit outstanding PDFs for specific areas of research. As a research-intensive university, these constraints make it difficult to compete in certain research areas (i.e. health economics, some areas in engineering, medicine & pediatrics).

**Response from Steve Dew, Provost and Vice-President (Academic) and Aminah Robinson Fayek, Vice-President (Research and Innovation)**

There is currently no salary scale (other than a minimum salary of ~\$38,000) or salary cap for PDFs at the University of Alberta. PDF salaries are agreed to between the PDF and the supervisor in accordance with the [Postdoctoral Fellow Appointment Procedure](#).

For reference, the Banting Post-Doctoral Fellows, the most prestigious federal award for post-doctoral fellows, is \$70,000/year over two years.

The University of Alberta values the important role that our high-quality PDFs play at the institution, and we continue to attract and retain outstanding people as PDFs.

**Questions from GFC Elected Faculty Member Kathleen Lowrey**

**(1) What kind of a documentary record is being kept of covid-related decision making by university administration? The [U of A website for the Public Health Response Team](#) does not describe in detail who attends relevant meetings; instead it merely says the composition of such meetings is quickly adjustable:**

Is a careful record of such meetings being maintained (lists of attendees at every meeting, detailed minutes of oral discussions, copies of relevant written advice provided) and is it deposited in a manner compatible with public review in months and years to come? If not, why not?

**Response from Andrew Sharman, Executive Lead, Public Health Response Team**

Throughout the pandemic, the university has maintained a robust set of records in accordance with both emergency response best practices and university policy. For example, there is an ongoing record of the Section Chief meetings that documents each PHRT meeting agenda and a high level of discussion notes and decisions/action items. We also maintain a dedicated set of drives for all of the materials generated throughout the pandemic response effort. One directory houses all directives, guidance, and information documents.

Attendance at meetings was tracked via the sign in register when meetings occurred in person. However, when meetings shifted to a virtual format, attendance hasn't always been perfectly tracked, particularly as it relates to participants who attend less frequently as their expertise has been required.

Finally, a record of all decisions made throughout the pandemic are recorded and publicly available in the [Governance Emergency Protocols Decision Tracker](#).

**(2) How many faculty members have received a vaccine directive deferral?**

**Response from Tanya Wick, Associate Vice-President, Human Resources, Safety and Environment**

Due to privacy concerns, we are not able to report the number of faculty members who have received deferrals.

**(3) How much has the One University Brand strategy cost, at a rough guess? Developing the brand, promulgating it, producing and promoting the "Leading with Purpose" video and switching out the coat of arms, seals, and all stationery where necessary?**

**Response from Elan MacDonald, Vice-President (External Relations)**

Investing in our future through a strong and united U of A brand is essential to ensuring that the University remains competitive in student recruitment, talent attraction and retention, research funding, and industry and community partnerships in the coming years. Additionally, a strong brand is critical to securing our position as a Top 100 research institution.

Item No. 7.2

Driven by extensive research and consultation, we have taken a strategic and measured approach to our brand roll out both internally and externally, and our mandate with this project has always been to be very efficient in our brand development investment given the current fiscal climate.

The multi-year brand project began in 2018 and was launched in 2021 for a total cost of \$646,000, or an average of \$161,500 annually. This investment to date has included third party research to establish university perception benchmarks, creative development of the new brand visual identity, market testing, production of brand assets including the refreshed logo, photography, videography, campus signage/banner and stationery materials. Wherever possible, we used our internal digital and creative staff to execute our brand campaign and supporting assets.

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

<b>Agenda Title</b>	<b>Review of the GFC Guiding Documents</b>
---------------------	--------------------------------------------

**Item**

Proposed by	University Governance
Presenter	Brad Hamdon, General Counsel and University Secretary

**Details**

Office of Administrative Responsibility	General Faculties Council (GFC)
The Purpose of the Proposal is (please be specific)	<p>GFC Executive Committee (GFC Executive) would like GFC to discuss the proposed changes to the GFC Guiding Documents as recommended on October 4, 2021 and the proposed amendments and feedback provided by members of GFC. To allow for a full discussion, GFC Executive requests feedback at this meeting on the following:</p> <ul style="list-style-type: none"> <li>- Proposed changes to Question Period and Deletion of the Question Period Procedure (5.2 &amp; 6.5);</li> <li>- Adding items to the agenda (8.4)</li> <li>- Debate (10.2)</li> <li>- Roles and Responsibilities Document – Guiding Principles.</li> </ul> <p>The remaining proposed changes to the Guiding Documents will come to the next GFC meeting for discussion, with all of the proposed changes coming back to GFC for approval at a later meeting.</p>
Executive Summary (outline the specific item – and remember your audience)	<p>The GFC Executive recommended a suite of proposed changes to the GFC Guiding Documents on October 4, 2021 following a review process supported by the Executive Committee’s <i>ad hoc</i> Governance and Procedural Review Committee (Attachments 1-4). Members of GFC were consulted and provided feedback and received responses from University Governance (Attachment 5).</p> <p>At its meeting on January 10, GFC Executive discussed how to best allow for GFC to have a full discussion on the proposed changes. The recommendation from GFC Executive is that the changes be discussed in parts, with certain changes being discussed at the January meeting of GFC, and the remaining changes being discussed at a subsequent meeting of GFC. Once GFC Executive has determined that sufficient feedback has been obtained, it would bring back all of the proposed changes for approval at GFC.</p> <p>With that process in mind, GFC Executive discussed the proposed changes noted below on January 10 and is seeking feedback from GFC on those changes. As noted in the Supplementary Notes and Context section, below, Executive Committee reaffirmed its support for many of the proposed changes but there was also discussion of some of the proposals being modified in some way.</p>



Item No. 8

	<p>Accordingly, in order to allow sufficient time for discussion, GFC is asked to consider and provide feedback on the following proposed amendments to the Guiding Documents in light of proposed amendments submitted by members of GFC (Attachment 6):</p> <ul style="list-style-type: none"> <li>- The proposed changes to the Question Period Rules set out in section 5.2 &amp; 6.5 of the Meeting Procedural Rules (MPR);</li> <li>- The process to add items to the GFC agenda (section 8.4 of the MPR);</li> <li>- A proposed rule to limit speaking times in cases where there is a speakers' list (10.2)</li> <li>- The addition of a principle to the GFC Roles and Responsibilities Document</li> </ul> <p>Executive Committee will review other proposed changes including the rule for calling a special meeting, proposed new rules for postponing items and alternating debate at their February meeting.</p>
Supplementary Notes and context	<p><i>At their January 10 meeting, GFC Executive:</i></p> <ul style="list-style-type: none"> <li>- <i>was generally supportive of removing the requirement that question period receive 30 minutes;</i></li> <li>- <i>expressed a desire to soften the language in 5.2 by removing the language stating that questions that required "an excessive amount of time, effort, expenditure and/or resources" would not be answered</i></li> <li>- <i>continued to support the requirement of a two-thirds majority to add an item to the agenda;</i></li> <li>- <i>debated the change to impose a 3 minute limit when there is a speakers list and expressed an interest in hearing from members of GFC before reviewing their decision.</i></li> </ul>

**Engagement and Routing** (Include proposed plan)

Consultation and Stakeholder Participation	<p><u><b>Those who are actively participating:</b></u></p> <ul style="list-style-type: none"> <li>● The GFC Executive Committee <i>ad hoc</i> Governance and Procedural Review Committee (March 30, April 15, May 3)</li> <li>● GFC Executive Committee (February 10, March 8, April 12, May 10, June 14, September 13, October 4, November 15 2021, January 10, 2022.)</li> </ul>
	<p><u><b>Those who have been consulted:</b></u></p> <ul style="list-style-type: none"> <li>● Members of General Faculties Council (April 28, September 20)</li> <li>● Members of GFC Standing Committees (April 28)</li> <li>● Chiefs of Staff for the Offices of the Vice-President, Vice-Provost (Indigenous Programs and Research), Special Advisor, Equity and Human Rights (Summer, 2021)</li> </ul>
	<p><u><b>Those who have been informed:</b></u></p> <ul style="list-style-type: none"> <li>● Members of General Faculties Council (March 22, April 26, June 7, September 20, October 25)</li> <li>● Members of GFC Standing Committees (orientation sessions for all standing committees Fall, 2021)</li> </ul>

**Strategic Alignment**

Item No. 8

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.	
	<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 checked="" 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 type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	GFC Executive Committee Terms of Reference GFC Terms of Reference	

Attachments (each to be numbered 1 - 6)

- Attachment 1 (pages 1-1) Principles for General Faculties Council Standing Committee Composition
- Attachment 2 (pages 1-3) Roles and Responsibilities of Members
- Attachment 3 (pages 1-7) Meeting Procedural Rules
- Attachment 4 (pages 1-2) Principles for General Faculties Council Delegation of Authority
- Attachment 5 (pages 1-14) Comprehensive Feedback and Responses document
- Attachment 6 (pages 1-11) Proposed Amendments to the GFC Meeting Procedural Rules

*Prepared by:* Kate Peters, Secretary to General Faculties Council, [peters3@ualberta.ca](mailto:peters3@ualberta.ca)



## Principles for General Faculties Council Standing Committee Composition

### Introduction

Governance at the University of Alberta relies upon a structure wherein the General Faculties Council has delegated many of its provincially-mandated authorities to its standing committees. As such, the composition of those standing committees is crucial to ensuring that decisions are made in an informed manner that takes into account the breadth of issues, perspectives and opinions on campus. The following principles provide a framework to create committee compositions which are reflective of the membership of GFC and appropriate to the role and mandate of those committees.

### Principles

1. Standing Committees should be populated with a commitment to diversity and broad representation from across the university.
- 1.2. Wherever possible, the majority of elected members of each standing committee should be drawn from the membership of GFC to provide tangible links between GFC and its standing committees and increase engagement of the greater GFC community.
- 2.3. Wherever possible, the number of elected members of a standing committee should exceed the number of ex-officio members.
- 3.4. The voting status of ex-officio members of standing committees should be consistent with their voting status on GFC and should extend to their delegates.
- 4.5. Ex-officio members should be included in the membership of a standing committee only when their portfolio is directly relevant to the mandate and role of the standing committee.
- 5.6. Wherever possible, the Vice-Chair of a standing committee should be elected by the committee from its elected academic staff members and ideally be a member of GFC.
- ~~6. Standing Committees should be populated with a commitment to diversity and broad representation from across the university.~~
7. When cross-appointment of members on standing committees is appropriate, this should be outlined in the terms of reference of each committee and such members shall have voting status on both committees.



## **Roles and Responsibilities of Members**

### **Introduction**

General Faculties Council (GFC) is the principal academic decision-making body of the university. It is established in the *Post-Secondary Learning Act (PSLA)* and given authority, subject to the Board of Governors, over the academic affairs of the university.

For GFC to be successful in fulfilling its terms of reference and meeting its responsibilities to the university it depends on the active engagement of its members. GFC has delegated much of its authority for routine matters to standing committees allowing GFC to engage in high level strategic and stewardship policy issues. GFC members have the opportunity to serve on the standing committees that approve matters with the delegated authority from GFC.

GFC operates under the principle of collegial academic governance including:

- A commitment to supporting Indigenous Initiatives and the University of Alberta's response to the Truth and Reconciliation Commission's Calls to Action
- A commitment to advancing equity, diversity and inclusion through dedicated resources, strong leadership and by ensuring the work is resourced and distributed fairly
  - A commitment to equitable, inclusive and participatory governance decision-making
  - A desire to facilitate meaningful individual-level engagement in governance processes
  - A commitment to openness, transparency, and respectful communication
  - A commitment to responsiveness, respect, and reciprocity between governing bodies and between governing bodies and university administration
  - A commitment that, regardless of their membership category, all members of GFC are afforded the same rights to participate within the body
- A commitment to listening to, and being respectful of, a multiplicity of perspectives, lived experiences and the overall complexity of diversity within the University.

### **Roles and Responsibilities of Members**

#### **1. Understand GFC**

1.1 Members should understand that not all matters under GFC jurisdiction will come before that body for approval. Some decisions are made at the standing committee level as GFC has delegated authority to approve and report on actions taken on certain matters.

1.2 The university operates in a bicameral governance system. Members should understand the distinction between the role and responsibilities of GFC and the Board of Governors.

#### **2. Meeting Attendance**

2.1 Members have a responsibility to attend GFC meetings.

- ~~a. If a student misses two consecutive meetings, or more than three meetings in one academic year, the Students' Union or the Graduate Students' Association may request that the Chair declare the position vacant.~~
- ~~b. If a Faculty representative or a non-student member misses two consecutive meetings or more than three meetings in one academic year without a reason satisfactory to the members of the GFC Executive Committee, the Executive Committee shall declare the position vacant.~~

2.2 Members have a responsibility to serve on GFC committees as appropriate and attend committee meetings.

- ~~a. If an elected member is absent from three consecutive meetings or is frequently absent without a reason satisfactory to the remaining members of the committee, the Chair shall declare the position vacant.~~

2.3 Members should advise the GFC Secretary or committee coordinator if they are unable to attend a meeting.

### **3. Participate in GFC Business**

3.1 Members should prepare for meetings by reviewing agenda materials in advance that, for open sessions, are publicly available at [ualberta.ca/governance](http://ualberta.ca/governance).

3.2 Members should engage in candid and respectful discussion of matters which are brought before GFC and its various bodies.

3.3 When voting on motions:

- a. Members must act in good faith with the view to the best interests of the university as a whole. While members may be informed by matters raised by various constituencies, it is the duty of a member to ensure that all constituencies are fairly considered in the process of decision making.
- b. When notified of an e-vote, members should vote in a timely manner in order to ensure that quorum requirements are met.

### **4. Manage Conflict of Interest and Act Ethically**

4.1 Comply with the university's policies and procedures regarding both [ethical conduct](#) and [conflict of interest](#). Members must declare conflicts when they arise.

4.2 Maintain confidentiality of all information included in closed session meetings.

### **5. Ask Questions**

5.1 Information requests may be made of the University Governance office, should members require more information than is provided with the meeting agenda.

5.2 If a member wishes to raise a question at GFC within the jurisdiction of the body, a question may be submitted in writing to the GFC Secretary up to six working days before the next GFC meeting to receive a written response. ~~(See GFC Meeting Procedural Rules 5.2).~~

5.3 Every GFC meeting has Question Period as a standing item wherein members may raise a question during the time set aside for this item. ~~Procedures for Question Period are available at [ualberta.ca/governance](http://ualberta.ca/governance)~~

5.4 If a member has a question with regard to an item on the agenda, it ~~may~~ should be raised during consideration of that item at the GFC meeting.

5.5 If a member wishes to add an item to the agenda for debate, the member should contact the Chair or GFC Secretary for assistance.

**6. Communicate Information to Constituents**

6.1 Members should communicate with their Faculty or constituency regarding agenda items coming before GFC.

6.2 Members should communicate with their Faculty or constituency on matters which were discussed/approved at GFC in Open Session.

**7. Participation in Renewal of GFC**

7.1 Members of GFC shall support the renewal of membership by encouraging individuals to put their names forward for election in their respective constituencies- and being purposeful in reaching out to members of Indigenous and other equity-deserving groups.

Approved at General Faculties Council: April 21, 2017



## Meeting Procedural Rules

### Introduction

General Faculties Council (GFC) has on many occasions confirmed its commitment to having a set of rules that assist rather than impede the conduct of business. GFC rules are not meant to unduly restrict debate or limit opportunities for participation. Their purpose is to facilitate inclusive and respectful dialogue, while ensuring efficient decision-making. It is the responsibility of the Chair, with the support of GFC, to employ the rules governing general meetings in a manner consistent with these principles. Substantive motions should be handled with considerable formality, but whenever possible the Chair should deal with matters of procedure by general agreement.

The following rules and procedures are based on a number of fundamental principles that encourage participation and engagement of members. These principles include:

- A commitment to inclusive and participatory decision-making.
- A commitment to openness, transparency and respectful communication.

In addition, members of GFC will adhere to the principles of collegial academic governance as set out in the [GFC Member Roles and Responsibilities Document](#).

### 1. Procedural Rules

- 1.1 GFC and its standing committees are governed by the procedural rules set out below. For matters not covered by these rules, or by the *Post Secondary Learning Act* (PSLA) reference shall be made to the current edition of *Robert's Rules of Order*. If this does not provide clear direction regarding a point in question, then the Chair shall decide how to proceed. However, such rulings by the Chair may be overruled via a motion [to appeal the decision of the Chair when seconded and](#) supported by a [majority of votes cast](#).
- 1.2 The chairs of GFC and its standing committees will be responsible for guiding meetings of GFC and its standing committees, enforcing rules, and deciding questions pertaining to those rules. Any decisions of the chair are subject to challenge ~~(see 10.3)~~.
- 1.3 The Chair will not participate actively in debate regarding a motion before GFC without passing the role of the Chair to the Vice-Chair for the duration of the debate and the subsequent vote.

### 2. Meetings

- 2.1 GFC and its standing committees shall meet regularly during the academic year, the schedule of which will be published on the governance website at least one month before the beginning of each academic year. GFC meetings will not be scheduled during the periods set aside for final examinations or Reading Weeks, however committee meetings may occur during this time.
- 2.2 Cancellation - GFC Executive Committee may cancel a meeting of GFC if it determines that the number and nature of the agenda items make it reasonable to defer consideration, and provided that notice of such cancellation is given to members at least one week prior to the date of the meeting. The Chair of a GFC standing committee may cancel a meeting if the agenda items make it reasonable to defer

consideration, and provided that notice of such cancellation is given to members as early as possible.

- 2.3 From time to time, the Chair of GFC may call special meetings of GFC, provided that notice of such meetings is given to members at least one month in advance. If required, an electronic vote may be used to waive the one-month notice if approved by a two-thirds majority of votes cast.
- 2.4 GFC meetings shall normally be scheduled and planned to end two hours after being called to order. Meetings may be extended by a majority of those voting votes cast.
- 2.5 Debate on new items of business will not be entertained after GFC has been sitting for three hours.
- 2.6 No audio or video recording of meetings shall be permitted unless by express authority of the Chair.

### **3. Open Sessions**

- 3.1 Meetings of GFC and its standing committees are normally held in open session, with the exception of those dealing with nominations and adjudication which are always held in closed session.
- 3.2 Subject to the limitations of space and orderly conduct as determined by the chair, members of the university community and the general public may attend open meetings as observers. Observers may only speak if expressly invited to do so by the Chair.

### **4. Closed Sessions**

- 4.1 From time to time, GFC or its committees may hold meetings or portions of meetings as closed meetings; at that point, proceedings will be confidential and all non-members, except those specifically invited, will be asked to withdraw.

### **5. Questions**

- 5.1 If more information than is provided as part of the meeting agenda is required, information requests may be made of the University Governance office.
- 5.2 Questions on an issue within GFC's jurisdiction may be submitted in writing to the GFC Secretary up to six working days before the next GFC meeting to receive a written response by the appropriate officer(s) of the University. If the officer considers that a question is not factual, contains argument or opinion or facts other than those necessary for explanation of the question, or is outside the scope of GFC responsibilities, or that an excessive amount of time, effort, expenditure and/or resources will be required to provide an answer, the GFC Secretary shall return the question to the questioner and work with the questioner to narrow the scope of the question.
- 5.3 Every GFC meeting has Question Period as a standing item wherein members may raise a question during the time set aside for this item (see 6.5). Procedures for Question Period are available at [ualberta.ca/governance](http://ualberta.ca/governance)



- 5.4 Questions with regard to a specific item on an agenda ~~may~~should be raised during consideration of that item at the GFC meeting.

## 6. Agendas

- 6.1 The agenda of each GFC meeting will be proposed by the GFC Executive Committee and approved by GFC. The GFC Executive Committee will ensure that items put before GFC are complete and ready for discussion and published in advance of the meeting.
- 6.2 If GFC members want to have an issue debated, they are asked to submit the issue to the GFC Executive Committee. ~~Whenever possible, m~~Members wishing to add items to the agenda should contact the Chair or GFC Secretary ~~two weeks~~five working days in advance of the GFC Executive Committee meeting to allow ~~time~~ for discussion on whether the item is complete and ready to be added to the agenda.
- 6.3 Should a member wish to add an item to the agenda at a meeting of GFC, a two-thirds majority of ~~votes cast of those present~~ is required; the Chair will then determine where the item appears on the agenda. In cases where the Chair or GFC Secretary has been informed in advance of a planned request to add a new item, but after the agenda has been published, the proposal shall be circulated to members through the normal means.
- 6.4 When the Agenda is being approved, the Chair will entertain a request to change the order of items, for specified reasons.
- 6.5 Each agenda of GFC and its standing committees will include Question Period ~~of one half hour in length that may be extended with the approval of members.~~
- a. Question period is comprised of both written questions and, time permitting, questions from the floor.
  - b. The Chair will rule on whether a question from the floor can be answered expeditiously; if not, it will be referred to the appropriate officer for response at the next meeting.
  - c. No debate is to be permitted of either the question or the response. Members who have submitted questions will be permitted to ask one or more supplementary questions, after which, other members of GFC will have the same opportunity.
- 6.6 Reports from standing committees are included on the GFC agenda for information only. Questions may be asked for clarification, but no debate may take place on such items.
- 6.7 Reports for Information may be moved to the discussion part of the agenda if a member gives two working days notice to the GFC Secretary to ensure that an appropriate person is present to answer questions that may arise during discussion.
- 6.8 Agendas and materials for open session meetings are posted at [ualberta.ca/governance](http://ualberta.ca/governance)

## 7. Quorum

- 7.1 General Faculties Council - The quorum for a GFC meeting is one-third of the total membership, except in the months of May through August when the quorum shall be one-quarter of the total membership.
- 7.2 GFC Standing Committees – The quorum for standing committee meetings is one-half of the voting members or, in the case where this is an even number, one-half plus 1 member.
- 7.3 Vacancies on GFC and on GFC standing committees are not included when establishing quorum.
- 7.4 Maintaining quorum - A duly-called meeting which starts with a quorum present shall be deemed to have a continuing quorum, notwithstanding the departure of voting members, unless the quorum is challenged by a voting member. In the event of a challenge, the remaining members may choose to adjourn or continue the meeting. In the event of a decision to continue a meeting without quorum, the minutes shall record this fact and any decisions taken must be ratified at the next meeting.

## 8. Motions

- 8.1 Normally, all motions concerning substantive matters shall be published in the agenda materials.
- 8.2 All motions must be moved and seconded by members of GFC. Motions to appoint new members may only be moved and seconded by statutory members of GFC.
- 8.3 Motions pass with a majority vote of votes cast, except for the following: (1) motions to add an item to the agenda and to close the debate/call the question require a two-thirds majority of ~~those present~~ votes cast; (2) motions to rescind a motion require a two-thirds majority of total members if no Notice of Motion was given.
- 8.4 To make a motion, a member must be recognized by the Chair. (In the interest of clarity and to expedite business, it is advisable to provide a written motion to the GFC Secretary). A two-thirds majority of votes cast will be required to add a motion concerning substantive matters to the agenda as per 8.1 and 8.3. The person making a motion will be invited by the Chair to speak first in any ensuing debate.
- 8.5 **Amendments to Motions** - A member may make a motion to amend the wording – and within certain limits the meaning – of a pending motion before the pending motion itself is voted upon. The amendment must be germane and cannot be used to introduce a new subject. An amendment is debatable.
- 8.6 **Motion to Adjourn** - A motion to adjourn is a motion to close the meeting. It must be seconded, is not debatable or amendable, and typically requires a simple majority vote of votes cast. During the months of March and April, motions to adjourn require a two-thirds majority of votes cast if substantive items of business remain on the agenda.
- 8.7 During the course of a GFC meeting, members may make a Notice of Motion for debate at the next GFC meeting. In such cases GFC Executive will be responsible for placement of the motion on the next GFC agenda.

## 9. Motions for Specific Purposes

- 9.1 **Motion to Table** – Enables the pending question to be laid aside until some future time. The motion cannot be debated. The mover may make a statement regarding what information they believe would be required to remove the item from the table, and the proposer of the item may make a brief comment on the impact of tabling the motion.
- 9.2 **Motion to Take From the Table** – Brings the motion back before GFC and cannot be debated.
- 9.3 **Motion to Reconsider** an item which was voted upon at the current or the last meeting. The motion is debatable and i-If passed, proceedings are restored to the point immediately prior to the vote to which it applies.
- 9.4 **Motion to Rescind a Motion** is only used when a Motion to Reconsider is out of time. Motions to Rescind are debatable, require support of two-thirds of the total membership if no Notice of Motion was given in the meeting materials, but only a simple majority of votes cast if Notice was given.

## 10. Debate

- 10.1 A list of speakers will be kept by the Chair and/or Secretary. Normally, a member may not speak for a second time until the Chair is satisfied that all members wishing to speak for their first time have done so.
- 10.2 A member who has the floor may not normally be interrupted. However, the Chair may interrupt a speaker if the speaker is out of order by using unacceptable language, is abusive of other members, or is not speaking to the motion/item. If the Chair does not do so, a member may raise this as a point of order. The Chair may raise the speaker's attention to the time if they have had the floor for more than three minutes.
- 10.3 **Point of Order** - It is the right of any member who notices a breach of the rules of GFC to insist on their enforcement. If the Chair fails to notice such a breach, any member may make the appropriate Point of Order, calling on the Chair for a ruling. A Point of Order does not require a seconder, it is not debatable or amendable, and cannot be reconsidered.
- 10.4 **Calling the Question** - Upon hearing a member call the question, the Chair will ask members if they are ready to vote on the motion being discussed. If there appears to be opposition to closing the debate, the Chair may ask for a motion to close debate. If seconded, members will then vote on this motion, which will require a two-thirds majority of votes cast, and proceed accordingly.

## 11. Debates without Motions

- 11.1 When discussion of an issue and the formal rules pertaining to making motions, debate, and voting seem to be a hindrance to thoughtful discussion, the GFC agenda can allow for a less structured discussion guided by the Chair and the consensus of the members in attendance.

## 12. Attendance-Delegates

12.1 Delegates – ~~Members~~ who serve on GFC or its standing committees by virtue of their office may send a delegate; such delegates shall act with all the rights of membership. There shall be no alternates for other members.

~~12.2 GFC attendance – If a student misses two consecutive meetings or more than three meetings, the Students' Union or the Graduate Students' Association may request that the Chair declare the position vacant. If a faculty representative or a non-student appointed member misses two consecutive meetings or more than three meetings in one academic year without a reason satisfactory to the members of the GFC Executive Committee, the Executive Committee may declare the position vacant.~~

~~12.3 Standing committee attendance – If an elected member is absent from three consecutive meetings or is frequently absent without a reason satisfactory to the remaining members of the Committee, the Chair shall declare the position vacant.~~

### 13. Voting

13.1 All members of GFC are charged with the responsibility of examining issues before Council and voting as they judge fit on such issues. No member of GFC, regardless of how that person gains membership on Council, is an instructed delegate.

~~13.2 Motions shall normally be adopted on a simple majority of members present except to add items to the agenda which requires a two-thirds majority of those present, or for a Motion to Rescind which requires a two-thirds majority vote of total membership~~

13.3 An abstention is not considered to be a vote cast.

13.4 The Chair votes only in the instance of a tie. When there is a tie vote, the motion is lost if the Chair abstains.

13.5 All members may participate in discussions; only voting members may move, second and vote on motions.

13.6 Electronic Votes by Committees – In cases where extensive deliberation is not essential to determining a course of action and it is necessary for a business item to be decided before the next scheduled meeting, the Chair and Secretary of a GFC standing committee may hold an electronic vote. The motion will be duly moved and seconded, quorum must be met, and all normal procedures will be followed in conducting the e-mail ballot. However, upon receiving the item of business and ballot, any committee member may request that the matter be debated at the next meeting or at a special meeting and the vote delayed until after that debate, with the Chair determining the appropriate course of action.

13.7 Electronic Votes by GFC – In cases where GFC is the electing body to populate certain selection committees and other bodies, the election process may use e-vote mechanisms.

13.8 Electronic Approval of Committee Reports by GFC – Reports of recommendations from the Nominating ~~and Replenishment~~ Committees may be distributed electronically to GFC members and are considered approved if no additional nominations are received by the deadlines indicated on the report ~~subject to receipt of additional nominations~~.

13.9 Electronic Votes by GFC in Remote Meetings – When meeting remotely, GFC will vote on motions either using a platform made available for this purpose, or by using the features within the remote meeting platform.

**14. Records of Proceedings**

14.1 Official Record – The official record of meetings of GFC shall be the minutes taken by the Secretary and approved by GFC.

14.2 Minutes – The minutes shall reflect the decisions made and a high level summary of the discussion~~reasons for the decision.~~

**15. Amendment of these Rules and Procedures**

Rules and procedures governing meetings of General Faculties Council may be amended by a majority of votes of those present and voting~~cast~~ at a duly constituted meeting of GFC, provided that notice of the proposed amendment has been given in the meeting materials and that a quorum is present at the time the vote is taken. Rules are reviewed every three years.

**16. Links**

[GFC terms of reference](#)

~~[Question period procedures](#)~~

Approved by General Faculties Council: April 21, 2017



## **Principles for General Faculties Council Delegation of Authority**

### **Introduction**

Governance is understood as the process through which an organization defines and achieves its mandate, which includes making decisions with regard to the structures, policies, and practices of decision-making; the exercise of authority; and the mechanisms of accountability. General Faculties Council (GFC) has employed a structure that relies upon the delegation of its provincially-mandated authorities to its standing committees, individuals on campus and other campus bodies. Delegation is essential to ensure timely and efficient decision-making in smaller forums with access to appropriate resource people, while allowing GFC to focus on substantive and strategic issues of broad relevance to the university community. The following offers guidance to this delegation structure and helps maintain accountability, transparency, and collegiality in the academic governance system at the University of Alberta.

### **Retained Authority**

General Faculties Council shall pursue major policy and strategic issues that include:

- significant strategic and policy issues related to the academic affairs of the university;
- any matter involving the alteration of the mandate, terms of reference, membership, or structure of a GFC standing committee; and
- those matters that a standing committee, body, or officer holding delegated authority from GFC considers to be of major strategic significance or long-term impact on the university.

### **Principles**

1. Delegations of authority must be reasonable in scope and appropriate to the character and capacity of the body (e.g. council or committee) or officer receiving the delegated authority.
2. An officer or body acting with delegated authority is accountable to the body which delegated the authority and must report to that body in a timely and sufficiently detailed fashion on actions taken under the delegated authority.
3. An officer or body is responsible to be alert to situations where, for example, there is uncertainty as to whether an item falls within the intended delegation or the significance of an issue and the division of opinion on the issue suggest it is prudent to refer the issue or decision to the delegating body for consideration. When there is uncertainty as to whether an item falls within the intended delegated authority, or if there is clear division of opinion, the officer or body with delegated authority will refer the item to the body that delegated the authority along with a recommendation.
4. Delegations should be recorded in written form and curated in a transparent manner.

5. A body delegating authority may impose restrictions on that authority -- including restrictions on the authority to sub-delegate -- so long as the restrictions allow sufficient authority for the delegation to be meaningful.
6. All delegations of authority should be reviewed at regular intervals (ideally once every three years) to ensure they remain appropriate.
7. Withdrawal of delegated authority should be considered judiciously based on the best interest of the institution and cannot be done retroactively.
8. An officer or body is not compelled to exercise delegations. The fact that a delegation is held does not oblige the officer or body to exercise the delegation if, in the opinion of the delegate, some special or unusual circumstances are involved which make it sensible that the issue should receive consideration at a more senior level.

Approved by General Faculties Council: April 21, 2017

Comprehensive Feedback and Responses Document		
40 members submitted feedback on proposed revisions to GFC Meeting Procedural Rules, and Roles and Responsibilities of Members - April 2021		
<b>Meeting Procedural Rules</b>		
Section	Member Feedback	Response
Intro	could the roles and responsibilities of the members also be included in the same document with meeting procedural rules? This may reinforce respectful use of time and emphasize the focus on university concerns over individual concerns.	Link added
Intro	The “fundamental principles” should include all of the principles set out in the “Roles and Responsibilities” document.	Link added
1.1	Greater precision in wording needed: All rulings of the chair, not just those dependent upon a reading of the PSLA or Robert’s Rules, are open to challenge.	This is true and stated in 1.2 “Any decisions of the chair are subject to challenge.”
1.3	I would also consider offering advice that "the Chair should participate in the debate (after relinquishing the chair) if the discussion involves a subject that will be further considered by the Board" because this is one of the issues that we faced in December. The role of the chair is critical in our bicameral governance framework and chair should not be silent when they have to represent the GFC downstream to the Board.	The Exec <i>ad hoc</i> Committee did discuss the need for additional language to describe when the chair should leave their role, however, the PSLA is clear on this matter and states that recommendations by GFC are transmitted by the President to the Board. The matter has also been raised by members of GFC Executive at their joint meetings with the Board Governance Committee.
1.3	In relation to recent events this rule needs to be more comprehensive: It needs to state that the Chair has the obligation to come out of the chair when they have information or a position on matter being debated. Robert’s Rules explicitly states that the Chair’s obligation to provide this information or perspective “outweighs [their] duty to preside,” and sets out the protocols for such an eventuality. Rule 1.3 needs to state this and either provide the protocols (see §43, p. 395 of the eleventh edition or the relevant section in the twelfth edition) or needs to refer GFC members to those protocols. GFC could of course establish a variant of the Robert’s Rules protocols if it wishes. If the Provost is not formally designated as the “Vice-Chair” of GFC, the wording here should refer specifically to the Provost, another Vice-President, or a Dean.	
2.1	This year we had GFC during exams so we should probably include some qualifier	
2.1	Note that this rule has been recently breached, which begs the question: How are breaches of the rules to be dealt with? By whom? GFC needs to have the opportunity to set a new rule for how breaches of governance rules are to be handled.	The conflict between the meeting on April 26th and the final exam schedule was a result of the extraordinary change to the academic schedule to lengthen the winter break. The rules also lay out the ability for members to call a point of order if they notice at breach under 10.3.
2.1	In section 2.1 - it says reading week (singular) but we have two now.	Updated
2.3/7	I think the changes are a great improvement in general and the switch to a majority of those voting is great. However, I note for 2.3 there is a lack of clarity in what the majority is of. Since this is an electronic vote outside a meeting I presume the intention is that it is two thirds of those voting. Shouldn't there also be some quorum rule on the numbers of votes too because it happens outside a meeting so the established quorum rules for meetings in section 7 don't automatically apply?	Updated, 'votes cast'
2.3	Why two thirds requirement for e-vote for waiving one-month notice, compared to simple majority or no vote (Chair decision to add a special meeting)? Why not just change to notice to 2 weeks instead of one month?	



2.3	<p>This new rule needs to be more specific: What is intended? Electronic votes at meetings of GFC? Between meetings of GFC? Both? If the latter, how long is the voting period? No rationale is provided for why this would need to be a two-thirds majority vote. Why is it not a simple majority? The rule also needs to be supplemented. GFC members always have the authority to adjourn a meeting to another date and time. Our rules should state this so that we cannot have the kind of confusion that results in the use of a standard rule for democratic meetings being denounced as “shenanigans.”</p>	<p>The rule concerns special meetings, not adjournment of regular meetings to another date and time. The electronic vote would be used to determine if a two-thirds majority of members agreed to meet with less than one-month’s notice. Asking for a two-thirds majority will allow for assurance that members agree that waiving notice is appropriate.</p>
2.4	<p>Why has “normally” been deleted?: We have seen a fair bit of abuse around this rule. The word “normally” is used to provide important latitude — in this case, to GFC Executive as the body that approves a provisional agenda for GFC’s meeting. It could be argued, however, that it’s the norm that is the problem. A two-hour meeting, as we have regularly seen, is not adequate. The rule should be changed, then, but not to eradicate the “normally,” but to change the norm to three hours. It is far better to have GFC members putting a 3-hour meeting into their agendas, and then discovering that they have extra time when a meeting is adjourned early, rather than the reverse.</p>	<p>The proposed deletion of “normally” was removed and language was added to specify that meetings may be extended by GFC. Rule 2.1 also notes that GFC members will be informed one month ahead of the academic year of the GFC schedule via the governance website.</p>
2.5	<p>Why is this rule still in place? What interests is this rule serving? If GFC votes to extend a meeting beyond the 3-hour mark it should be able to do what it wishes with the extra time to which the body has agreed. We should, however, have a new rule that disallows the introduction of a new item after the time of adjournment, which is what happened at the 22 February 2021 meeting.</p>	<p>Concerning 2.5, the rule does align with historic practice. It has been in place since 1974. This practice also aligns with principles of equity because after three hours, participation in the meeting will be more difficult for members with family or other responsibilities.</p>
2.6	<p>Why is this rule still in place? We should not have a rule that is not consistent with law.</p>	
3.1/3.2	<p>Why not commit to live streaming as we have established during the pandemic?</p>	
3.2	<p>This rule needs to be rewritten in two respects. First, it’s 2021, and we have technology at our disposal that did not exist when this rule was first written. From now on it should be a matter of course that meetings of GFC and the Board are livestreamed to permit as many people who wish to observe. Second, the reference to “orderly conduct” needs to be carefully reframed to be consistent with the University’s freedom of expression statement passed in the Fall of 2019.</p>	<p>Photographs, video and audio recordings are “records” as defined in section 1(q) of the Freedom of Information and Protection of Privacy Act (the “Act”). The information contained in photographs, video and audio recordings are considered “personal information” under section 1(n) because the pictures or sound would contain “recorded information” about an “identifiable individual”. GFC has decided not to allow audio/video recordings and complies with legislation in doing so. Live streaming of meetings is an operational decision led by the principles set out by GFC in the meeting procedural rules. We have not discussed limiting observation of GFC meetings and believe the language is consistent with the principles set out in the Freedom of Expression Statement. There is no intention to discontinue live streaming at this point in time.</p>
4.1	<p>This rule needs to be consistent with 3.1. 3.1 limits the use of closed sessions to “those dealing with nominations and adjudication.” Here the wording is loose. If it is being suggested that there are other reasons for a closed or in camera meeting of either GFC or any of its committees, this needs to be clarified. And if that is the case, this section should assert a principle consistent with the “Roles and Responsibilities” document, namely, that there is “a commitment to openness [and] transparency.”</p>	<p>On 4.1, agree that this should not conflict with the commitment to openness and transparency. That is set out in the principles in the preamble to the document.</p>
4.2	<p>We also need a new rule in the section. I have raised this concern in the past. The minutes for closed sessions should be made available after a certain period of time, with names redacted in the case of closed sessions for “nominations and adjudication.” We are a public university, and for openness and transparency it must be declared what topics have been taken up in closed sessions. This suggestion is of course moot if closed sessions are only ever to be used for nominations and adjudications.</p>	<p>Concerning 4.2, we have very rarely held meetings of GFC Committees in Closed sessions. In our recent past, we have always published the minutes from those sessions afterwards and would continue to advise that as best practice.</p>
5	<p>If eliminating the GFC Question Period Procedure supports more open environment for members discussion, I would support it.</p>	

5	Suggestion: In cases of dispute between the recipient and questioner, or where no agreement can be reached, the recipient or questioner may refer the question to the GFC Executive Committee for a ruling on whether the question is proper. If the Executive Committee deems that the question is not proper, the question will not be answered – the Executive Committee's decision is final and binding.
5	The essence of the section "Supplementary questions may be asked during the Question Period providing they relate to the subject matter of the question under discussion." could be included in the revised Procedural Rules.
5.2/6.5c	Overall, the proposed changes are agreeable. I see the effectiveness and efficiencies of members time and energy in the change of 5.2 and 6.5c in the Meeting Procedural Rules,
5.2	"If the recipient considers..." is quite heavy-handed; it reads to me like an easy way to dismiss questions; furthermore, "if an excessive amount of time..." is a statement that cannot be objectively evaluated and reads even worse. In the end, this section basically precludes "big questions" and places anyone with a question at a disadvantage relative to the administrator/proponent of actions, since they can fairly easily to argue the question offers an opinion. Are we not supposed to offer opinions? I thought that most of the work we do is about our informed opinions and arguments, and how could one objectively establish that an argument is irrelevant to the matter at hand?
5.2	On what grounds will recipients make their decisions? Will these decisions be explained? What constitutes an excessive amount of time, effort, expenditure and/or resources, especially in our current budgetary situation, and with decisions to bypass questions possibly affecting dozens/hundreds of UofA employees/students/stakeholders?
5.2	I do not think the changes to Item#5.2 are conducive to effective governance. It should not be left to the discretion of the "recipient" to determine or evaluate the appropriateness of a question. Any question posed by a member of GFC should merit a fulsome response -- even if such a response requires significant effort. If there is a concern that superfluous questions are being posed, I would propose that 5.2 be modified to allow for the Chair to consult with the member to scope the question. But ultimately, any question within the scope of GFC's authority under the PSLA should merit a response, even if substantial (or "excessive") effort is required. Anything less than this does not meet the spirit or substance of GFC's authority or responsibilities. I also believe that the proposed changes to 5.2 violate two of the opening principles of the Roles and Responsibilities document, namely: A commitment to openness, transparency, and respectful communication; and A commitment to responsiveness, respect, and reciprocity between governing bodies and between governing bodies and university administration. [1]
5.2	I think we should restrict this to just being outside of the scope of GFC. I am of the opinion that the references to resources, time, expenditure etc. should be left out. It is easy to determine whether a question is within scope and can be accepted or rejected. It is the responsibility of GFC to provide answers even if it takes a bit of time to delve into the matter and come up with such answers. After all, if transparency is the objective we should strive to provide answers and I feel that references to expenses/resource etc. will come back to create further issues with respect to the perception of a lack of collegial governance.
5.2	The added language seems predestined to lead to conflict, since many questions will inevitably express--whether explicitly or not--arguments or opinions and "fact" is likely a matter of opinion in itself. I completely understand the intent behind this language, but it seems engineered to thwart a small handful of individuals who have abused the question process this year. Does this language just make it an even larger issue than it deserves to be?

5.2	I would suggest that we end it like this, "the recipient shall work with the questioner to narrow the scope of the question." So that the question is not being refused and sent back but rather the scope is narrowed. I dont want people to make an excuse and send back every question that is holding them accountable, so sending back should not be an option but to discuss the scope and narrow it is still fine.	
5.2	Neither the revised nor unrevised material is appropriate. First, the rule of "up to six working days" before makes no sense given that meeting materials are generally not made available until five working days before the meeting. One of two things needs to change: the date at which the agenda and supporting materials are released or the date by which questions are due. Members of GFC must have received and had the opportunity to consult the agenda and meeting materials before the deadline for questions. Second, the details here must in all respects be consistent with the University's freedom of expression statement. We cannot have a rule that limits either faculty, staff, or students' freedom of expression rights as set out in that statement. The poser of a question must be free to pose their question in their chosen terms. Those submitting questions should be encouraged to state all of the facts that they consider relevant to their question, but they cannot be told that the question somehow fails in limiting itself to the factual; and it is an offense against basic democratic proceedings for any 'argument or opinion' to be disallowed. This rule would make the senior administrator and/or governance staff censors. Third, the new material is inappropriate for it attempts to limit questions to those within "the scope of GFC responsibilities." GFC has authority over academic affairs. It also has a responsibility in regard to matters of high-level strategic interest. And it can make a recommendation to the Board on any matter whatsoever. It then makes no sense for any question to be designated as out of scope. It is also inappropriate for this material to suggest that questions can somehow be deemed inappropriate if they would require "an excessive amount of time, effort, expenditure and/or resources" in order to be answered. There should instead be a positive rule here, one that plainly states that every effort will be made to answer all questions. This statement should reference the principles of transparency and accountability.	The <i>ad hoc</i> Committee spent a great deal of time discussing these changes and brainstorming ways to ensure question period was effective as supported the principles of inclusive and participatory decision-making, while ensuring sufficient time for efficient decision-making. The committee debated eliminating the question period from the agenda, but felt that it was valuable and that by changing the order of the agenda to ensure there was time for question period, the need to require it be 30 minutes was alleviated. Concerning cases of dispute, the language was revised to have the Secretary work with the recipient and the questioner. The Question Period Procedure currently states that answers are not debatable, stemming from a GFC decision in 2003. In practice, there have been numerous occasions where discussion of answers took place on the floor of GFC. It is important to note that the language that has been added in these sections is current practice that is articulated in the GFC Question Period Procedure. In reality, every effort is made to answer questions received before GFC in writing, or on the floor to ensure transparency.
5.3	Need a clear procedure. As it stands, there is a certain chaos to Question Period which revision of the rules at this time should seek to mitigate. All members of GFC should have the opportunity to engage with a question, not just the person who submitted it. To facilitate this, discussion should proceed through the questions, by number.	
5.4	Why does this proposed revision restrict the ability to raise a question about an agenda item 'during consideration of that item at the GFC meeting'? Members should be free to raise questions as they wish, whether it be in advance of the meeting or during it.	
5.2	Should it say GFC and Standing Committees (not just GFC)?	It is practice to have a question period on each standing committee agenda but it is a much more informal process
6.1	"The GFC Executive Committee will ensure that items put before GFC are complete and ready for discussion and published in advance of the meeting." It has been my experience that work often happens on the agenda after the Exec meeting. I would very much like the idea to have the final agenda document approved by email by Exec, or else this sentence should be deleted.	
6.1	This rule is not currently being adhered to, and should be rewritten to express what is actually desired. As it stands, Executive does not play a meaningful role in agenda setting. It has an agenda placed before it for its approval. This rule should be rewritten in such a way as to specify an active role for Executive in determining if and when items come are to be proposed for GFC's agenda. It should make clear Executive members' ability to initiate the inclusion of agenda items.	GFC Executive approves a draft agenda which is then proposed to GFC but GFC is the ultimate approver of their own agenda. GFC Executive does discuss whether items are ready for GFC before approving the draft agenda.

6.2	Thank you for establishing 5 days instead of the much more onerous 2 weeks.	5 working days would align with the normal posting of documents one week before the meeting.
6.2	Why five days? Hasn't the agenda already been published by 5 days prior to the meeting?	
6.2	Minor point: this should specify working days, as does 6.7.	Updated
6.2	You may want to say "five working days" instead of "five days" to exclude weekends and holidays.	Updated
6.2	Under current form, the GFC Execs just need time to add item on agenda, but with the proposed changes, the GFC Execs will get a chance to refuse the addition of items on the agenda, by staying its not ready and just kill things being proposed by the members. Five day is fine but discuss item and verify if its complete is not right.	There are other mechanisms for a member to add an item to a GFC agenda, see 6.3, 8.4, and 8.7.
6.2	The beginning of this rule should be rephrased so that it does not suggest that it is in any way interfering with GFC members' basic rights either to move the addition of agenda items at the beginning of a meeting or initiate debate during a meeting. More precise wording: "If GFC members wish to arrange in advance for an issue to be included for debate in an agenda to be proposed to GFC, . . . ."	
6.3	"those voting" and later, "votes cast" are used, seemingly interchangeably - are they the same?	Updated, 'votes cast'
6.3	There is no good reason for the imposing of an additional hurdle in regard to the adding of agenda items. The appropriate hurdle is what Robert's Rules requires, a simple majority. A simple majority is sufficient to determining whether the body thinks a matter is deserving of attention. GFC members could, however, be encouraged to provide advance notice of a motion to move an addition to the agenda proposed by Executive. The rule should be carefully worded, however, so that it is clear that the rule does not interfere with the basic right of a GFC member to move an addition to the agenda.	A two-thirds majority of votes cast is required to add a substantive motion to the agenda, because there has been no notice of motion. Normally, a notice of motion for any substantive decision making will be made well in advance of an item coming to GFC. And often substantive items will come to GFC for discussion before they come forward for a decision. At minimum, notice of motion should be included with the meeting materials to give members several working days to engage with the materials, consult with their colleagues and constituents, and ensure that they are present at the meeting and prepared to make a decision. When no notice has been given, a two-thirds majority vote or super majority, ensures that the body is overwhelmingly in favour of proceeding with the motion. It is important to note that if a two-thirds majority was achieved, the motion would be added and then decided by a simple majority vote. A two-thirds majority of votes cast is also required to rescind a motion - if there has been no notice of motion, and to close debate - recognizing that closing or limiting debate is a significant decision for a body to make.
6.5	c--It's not clear why there should be no debate or discussion. This would seem to reduce openness and transparency on answers to valid questions being raised and possibly defeat the point of the question in the first place.	The Question Period Procedure currently states that answers are not debatable, stemming from a GFC decision in 2003. In practice, there have been numerous occasions where discussion of answers took place on the floor of GFC.
6.5	As written, Section 6.5c which states that "No debate is to be permitted of either the question or the response." can be perceived as cutting short of any collegial exchange relating to a written question submitted by a GFC member.  An article more amenable to collegial discussion could read:  "Although no debate is to be permitted of either the question or the response, members who have submitted the original questions are encouraged to ask additional questions aiming at clarifying the answer received. Following this, other members will be given the same opportunity."	
6.5	Concerning question period, the following change might provide greater clarity The Chair will rule on whether a question from the floor can be answered expeditiously; if not, it will be referred to the appropriate officer for response at the next meeting according to the same procedures for dealing with written questions received in advance of the meeting.	This is current practice.

6.5	Is there no time requirement for Question Period? Can QP be extended? c - What is the meaning of no debate is to be permitted? If an answer is factually incorrect, is the answer allowed to stand? If so, what is the reasoning behind this?	
6.5	c - This states that there can be no debate of the question or the response, but then proceeds to grant everyone on GFC the opportunity to ask supplementary questions, which initiates a de facto debate, it would seem. Question: is it really helpful or necessary to have a verbal question period? It essentially allows a GFC member to blithely bypass all of the other rules around agendas and process and just plunk something into the room.	
6.5	Question period is very imp for GFC to hold admin accountable and in past this has been ignored many time and skipped, but removing the clause of having a mandatory 1/2 hr QA period we will further kill it. I oppose this change also.	
6.5	Two issues here: (1) dedicated time frame needs to be retained, and (2) the first sentence in clause c is to be deleted. The ad hoc governance committee has provided no reason why the time frame should be altered. This is a good instance of our need to keep our governing principles in mind. As a basic matter of good democratic functioning, transparency, and accountability, there must be a decent amount of time for Question Period. And it not consistent with our freedom of expression statement for GFC members to be restrained from engaging in 'debate' of a question.	The Question Period Procedure currently states that answers are not debatable, stemming from a GFC decision in 2003. In practice, there have been numerous occasions where discussion of answers took place on the floor of GFC. The committee debated eliminating the required time for question period and felt that by changing the order of the agenda to ensure there was time for question period, the need to require it be 30 minutes was alleviated.
6.6	Why is this rule proscriptive rather than enabling? The second sentence here should be rewritten to make it clear that GFC members may not simply ask questions of clarification but to identify anything they see as cause for concern.	This rule speaks specifically to reports on decisions that have been made at standing committees. Members are free to ask questions but notice is required to ensure that the appropriate person is in attendance to speak to the item.
6.7	Here and throughout the document, it should be specific as to whether 'days' refers to working days	Updated
7.1	It does not make sense to have a differential quorum for the time of year. There should be one number — a number that seems a reasonable minimum in all cases, no matter what the month. We should consider having quorum per constituency (ex officio administrators; elected faculty; other academic staff; non-academic staff; elected undergraduate students; elected graduate students; ex officio undergraduate; ex officio graduate). More complicated, but fairer.	Quorum is different in the months of May through August to recognize that availability of members may be reduced. Since members of our community, especially students, are generally less available in those months, it is also practice for GFC to not to make decisions on matters of institutional significance.
8.1	It's not clear when you decide to throw in a required 2/3-majority for a vote and when you decide to use a simple majority. I'd have to go through the entire thing in detail to flag all the instances, but there should be a clear, guiding principle on this so that it doesn't look arbitrary or "cooked" in favor of achieving administrations' agendas.	
8.1	This rule needs to be revised to address a problem that has arisen this year. This year GFC members have been told that motions may not be moved during the meeting unless they have been formally added to the agenda. This is incorrect. Once GFC has approved a discussion item GFC members have the right (once they gain the floor, and if they have a seconder) to move anything they wish under an approved discussion item. The rule should be revised, then, clearly to state that the norm of "normally" does not interfere with a member's right to bring a motion under any approved agenda item.	
8.1/8.3	it would be helpful to know why two-thirds majority will be required to add a motion concerning substantive matters to the agenda as per 8.1 and 8.3.	

8.3	A two-thirds majority of total members for rescinding a motion is anti-democratic. With notice, a motion can be rescinded with a simple majority of those voting; on-the-spot would require two-thirds, but of those voting, not of total members. And one can of course reconsider a motion with a simple majority, but the reconsideration needs to be moved (I believe) by someone who voted for the motion in the first instance. Note that the material here is not consistent with the material under 9.4.	A two-thirds majority of votes cast is required to add a substantive motion to the agenda, because there has been no notice of motion. Normally, a notice of motion for any substantive decision making will be made well in advance of an item coming to GFC. And often substantive items will come to GFC for discussion before they come forward for a decision. At minimum, notice of motion should be included with the meeting materials to give members several working days to engage with the materials, consult with their colleagues and constituents, and ensure that they are present at the meeting and prepared to make a decision. When no notice has been given, a two-thirds majority vote or super majority, ensures that the body is overwhelmingly in favour of proceeding with the motion. It is important to note that if a two-thirds majority was achieved, the motion would be added and then decided by a simple majority vote. A two-thirds majority of votes cast is also required to rescind a motion - if there has been no notice of motion, and to close debate - recognizing that closing or limiting debate is a significant decision for a body to make.
8.4/8.6/10.4	The term "two-thirds majority" is used without reference to the denominator	
8.4/9.4	What is the historical reason for the two thirds requirement for a motion to add items to the agenda/ motion to rescind a motion?	
8.4	I think simple majority is fine, we should not try making complicated in a body of 150 people and raise the caps while claiming we want equal participation.	
8.4	(1) The interpolated sentence needs to be deleted not only because it should be a simple majority, not a two-thirds majority but also because the specification does not belong in this location. (2) "speak first and last" In other words, the mover has one last opportunity to speak to concerns that have been raised and/or offer any final point before the vote is held.	
9	I suggest that the committee prepare additions that include 'motion to adjourn to another date and time'	This is covered in <i>Robert's Rule of Order</i> but is in conflict with GFC process to publish the meeting schedule in advance as set forth in 2.1. which requires that GFC members be informed about the meeting schedule at least one month in advance of the beginning of the academic year. Motions to adjourn to another date and time will lead to meetings being scheduled when members haven't been able to plan for them, which can lead to equity issues for some of our members.
10	There should be a new rule in this section between 10.3 and 10.4. The new rule should note that where more than one speaker in a row speaks on the same side of a question the chair will invite speakers on the other side of the question.	The Rules provide guidance in the form of principles in the preamble that could be used by the Chair to make decisions on debate in ways that encourage participation and engagement of members. These principles include a commitment to inclusive and participatory decision-making, and a commitment to openness, transparency and respectful communication.
10.1	Can the list of speakers be shared with GFC members, to ensure transparency?	The speakers list in zoom is visible in the list of attendees. As we will be working in different scenarios once we are able to hold in person meetings, we may want to reassess at a later date how detailed we are in how the list is created. This was raised by other members and the principles of transparency and openness would need to be adhered to whatever the context.
10.1	The new rule here in regard to the list needs to be fleshed out. The rule needs to specify how the list is constructed and should specify the difference between how the list is constructed for in-person meeting versus a virtual meeting.	
10.2	The guideline of "three minutes" looks arbitrary and capricious to me; why not "five" minutes; why not "ten minutes". I'd suggest picking a time that is obviously long, e.g., "ten minutes" OR reword the entire clause to indicate simply that speakers are "encouraged" to keep their comments to within ten minutes, and that they may be reminded of this time if deemed to be speaking excessively. Also, I don't know what the legal meaning of "the Chair may raise the speaker's attention" would be; this could be misused to discourage further commentary. The spirit of my own comment here, by the way, is that THREE minutes is WAY too short for anything of substance, and it will rush people; it could also be used to "silence" people who are making valid points but when those points are not "popular" or in accord, e.g., with administrators' wishes, and this could happen even without any malintent from anyone but simply because of human nature. So, overall, I'd reword this to encourage people to keep their points concise and within reasonable timeframes and leave it at that. If you need a time, I'll throw out ten minutes.	
10.2	Who will ensure that speakers' floor time is accurately monitored?	The ad hoc discussed this at length and settled on three minutes as a reasonable amount of time considering the desire for equal opportunity for participation and the large number of members.

10.2	The proposed use of the word “item” rather than “motion” would be imprecise. A speaker might be speaking to the item but not to the motion in which case they are not speaking to the proposition on the table.	There are discussion items and action items on GFC agendas. There is not always a motion on the floor.
10.4	Why is there a two thirds majority required for closing the debate?	The committee felt that a two-thirds majority was more appropriate to close debate since the motion could result in a silencing of some members - recognizing that closing or limiting debate is a significant decision for a body to make.
11	Debates without motions: Aren't these items the ones that we debate/discuss under the "Discussion Items" section of our standing committee agendas? Generally - I would like to see the term "debate" replaced with "discuss" as I think that it signals a culture of respect and collegiality (in the non-governance use of the term) to which we aspire. Otherwise, we might want to consider including the heading "Debates without motions" instead of "Discussion Items" on our agendas, for consistency and clarity.	11.1 replaced the language describing practice for the committee of the whole in the previous Terms of Reference for GFC. The procedures set out in <i>Robert's Rules of Order</i> for committee of the whole allow for unstructured discussion and debate, and 11.1 seeks to accomplish a similar thing, but in keeping with the collegial nature of GFC proceedings.
11	There should be a new rule in this section to cover 'committee of the whole' discussions. The inclusion of this new rule will help to ensure that proper procedure is followed in the future not just with the discussion itself but with any such committee's recommendations.	
11	There should also be a new rule here that formalizes the use of 'Early Consultation' items. And somewhere, perhaps in this section, there should be a rule stating that where a presenter wishes to share with GFC extensive power point slides a link to the presentation should be provided to GFC members at least 3 days in advance of a meeting. In other words, GFC's time should not be used for power point presentations or any lengthy presentation. GFC needs the information, but it needs it in advance in order that the collective time of GFC members can be well used during meetings.	The Governance team is responsible to request that substantive materials are shared with members in advance and to ask presenters to limit presentation times to allow for discussion.
12.2	it appears that the proposed changes is removing the inputs of students from recommendations that the chair should declare a position vacant after some absence at the meeting during the year. Meanwhile, it appears this requirement is being waived for faculty or non-student member. This may not be seen as a move on equity on participation of members of the GFC. It may be nice to consider these questions: "Are non-student member more highly esteemed than student members? Are we trying to encourage suggestions or participation from the Students' Union or the Graduate Students' Association, or are we trying to silence there voice in making recommendations on this? Even if graduate Students' Association may not have the authority to singlehandedly declare a position as vacant without the approval of the chair, I do not think it is a bad advice to leave that avenue of communication open for more engagement between the chair and the student union/representatives in this manner.	Several members raised questions about the proposed language under 12.2 in the Meeting Procedural Rules and 2.1 a, b and 2.2 a in the Roles and Responsibilities of Members, and after the ad hoc discussed of the matter, they decided to remove these sections.
12.2	What is the problem that the committee is seeking to fix under the revision of 12.2? I suggest there is no problem that needs to be fixed here — we simply have an antidemocratic rule that simply needs to be struck in its entirety. If, however, it is considered a problem that we do not always have the full complement of members present at every meeting of GFC, then the more democratic solution would be for elected members to be able to send delegates just as ex officio members can under 12.1.	

13	<p>General comment about voting: we really need to establish rules around votes and use better systems. For example, when we meet in Council Chambers, votes are confidential. We press a button, there's a tally. During the pandemic, we've had the terrible situation where our names and votes are displayed for all to see, which can only lead to grudges and discontent. Also, too often we've had to vote when the language of what we are voting on was vague at best or entirely absent from view. Putting it quickly into the Zoom chat is not sufficient. These need to be posted in definitive form (via a shared slide, perhaps?) so that it is 100% how one is voting and on what language. Even if this means it takes another minute to set up a vote, it would be time well spent. There are some really good and flexible voting systems out there on the market; can we please use one of them rather than Zoom's very dodgy voting tools or the cranky UofA local system that seems to have caused endless issues this year.</p>	<p>Over the past few years when meetings were held in Council Chambers, members voted by show of hands rather than the confidential voting system. The transparency of this method was discussed when the GFC Executive Committee deliberated on the use of the eClicker platform. The committee recommended that member votes be shown. Motions must be included in materials and posted for members in advance of the meetings.</p>
13.6	<p>The wording that has been inserted here is very awkward. "The outcome will be determined according to a simple majority of votes cast" would be more precise. The more important question: why is this a prerogative of committees only? And how is the outcome of the vote disseminated? Committee members should know how other committee members have voted; and if GFC votes electronically outside meetings, GFC members should know how other committee members have voted.</p>	<p>Updated</p>
General MPR	<p>While removing the time limit of the question period may be productive, it is also important to find a good balance between this type of discussion and decision making (that is also a vital part of GFC's task). There is a danger that the question period and also the discussion reserved to the 'discussion items' is dominated by few members despite a possibility now to limit the speaking time for 3 minutes. There is obviously no procedural rules of how the agenda is constructed (action, discussion, early consultation items). Should this be indicated in the rules?</p>	<p>The agenda of each GFC meeting is proposed by the GFC Executive Committee and approved by GFC. The GFC Executive Committee has the responsibility to ensure that items put before GFC are complete and ready for discussion. They have the responsibility to determine if there is an appropriate balance between this type of discussion and decision making.</p>
General MPR	<p>I would prefer a 50% majority for everything that requires a vote; I am not sure I understand the rationale for 50% vs. 2/3rds.</p>	<p>A two-thirds majority of votes cast is required to add a substantive motion to the agenda, because there has been no notice of motion. Normally, a notice of motion for any substantive decision making will be made well in advance of an item coming to GFC. And often substantive items will come to GFC for discussion before they come forward for a decision. At minimum, notice of motion should be included with the meeting materials to give members several working days to engage with the materials, consult with their colleagues and constituents, and ensure that they are present at the meeting and prepared to make a decision. When no notice has been given, a two-thirds majority vote or super majority, ensures that the body is overwhelmingly in favour of proceeding with the motion. It is important to note that if a two-thirds majority was achieved, the motion would be added and then decided by a simple majority vote. A two-thirds majority of votes cast is also required to rescind a motion - if there has been no notice of motion, and to close debate - recognizing that closing or limiting debate is a significant decision for a body to make.</p>
General MPR	<p>I think the changes that were made offer greater clarity and it was a good review for me who has only been participating in the GFC PC for just under a year.</p>	
General MPR	<p>The changes enhance the procedural rules and will improve the discourse in GFC. They appear to be in line with Robert's Rules of Order.</p>	
General MPR	<p>they seem well thought out. Perhaps use the same language throughout - rather than "those voting" to "votes cast"</p>	<p>Updated "votes cast"</p>
General MPR	<p>The proposed changes are reasonable. Some discussion of blended meetings (combination of in-person/on-line) would be useful, if only to clarify how, for example, voting would be handled.</p>	<p>Updated 13.7</p>
General MPR	<p>I think the proposed changes help to clarify/simplify understanding and processes which is very positive.</p>	



General MPR	I want to acknowledge the positive changes in this proposal – moving to 'majority of votes cast' as opposed to 'majority of members present' (addresses the non-votes that were still counted as NOs).	
General MPR	I appreciate the edits that were made. I still believe that part of the challenge at GFC is a cultural one, and no amount of procedural rules will change this. Thank you for entertaining the input of a wide group from GFC.	
10 MPR responses	No comments/changes look good	
<b>Roles and Responsibilities of Members</b>		
<b>Section</b>	<b>Member Feedback</b>	<b>Response</b>
1.1	Could an appendix with all motions recently passed through the standing committees be included as an appendix to the GFC meeting materials? I guess this is what 6.6 is?	Reports from Standing Committees, including the decisions made, are included in the GFC meeting materials under Information Items.
2.1	Does it refer to excused absences also? it should be clarified	
2.1	I wonder why the responsibility of declaring a student position vacant was shifted from the SU and GSA to the Chair. I think the addition of "after consolation with the member" is important to understanding individual circumstance but it would also seem reasonable that the appropriate body the student is representing also be consulted.	
2.1	I think that it is a mistake to make the declaration of seat vacancy a responsibility of the Chair. Over time it is bound for there to be gray areas and treatment of different cases that may appear to be different. Given that the Chair is also the University President, this may result in accusations of selective application of the rule. I think that the University will be much better served if the declaration of seat vacancy is by a majority vote of the GFC Executive Committee.	
2.1/2.2	Why the move from GSA/SU/GFC Exec to Chair? Is this prudent/reasonable to the Chair, given their current workload and the ongoing UAT process? Are we maintaining transparency, when a decision is moved away from a committee discussion?	Several members raised questions about the proposed language under 12.2 in the Meeting Procedural Rules and 2.1 a, b and 2.2 a in the Roles and Responsibilities of Members, and after the ad hoc discussed of the matter, they decided to remove these sections.
2.1/2.2	I think these changes are fine and very reasonable and a discussion with a member is a very good approach to take if a member is missing a lot of meetings.	
3.1	Could we make an effort to have a standard URL for materials?	GFC Meeting Materials are posted on the governance website and the link is shared with members by email when materials are posted.
3.2	I understand well the behaviours we have seen lately that this is intended to address, but I tend to think it's just a potential lightning rod for future debate and may be used as a cudgel by those who want to pursue highly idiosyncratic, personal agendas.	This is current language and is meant to encourage participation of members.
5.2	I would expect questions to come in any time and to be addressed in a timely manner; if questions come more than 6 days before a GFC meeting the question and the written response become part of this meeting materials; otherwise it becomes part of the next meeting materials.	Every effort is made to answer questions received before GFC in writing, or on the floor to ensure transparency.

7	<p>With regards to the renewal of GFC, I would submit that this matter should be the responsibility of all, including senior leadership, and not just "members of GFC". The current wording of new section 7 puts the onus on "members of the GFC" rather than "Members of the University, including senior leadership, shall support the renewal of GFC by encouraging individuals ..." I would, however, like to commend the rest of this language in that it encourages individuals to apply. I am so glad not to see the use of nominations, but instead, the encouragement of self-nomination (e.g. application). Encouraging all interested individuals to apply is so important for gender equality as men tend to get named by others, but women do not. Applications might also encourage new voices to emerge. This obligation to encourage, however, likely needs additional language to be even more specific that the University will use open calls for expressions of interest in serving on GFC, and not simply replenish membership with "taps on shoulders", who they like/who they want, or just the first name that comes to mind to fill a spot. One could expressly put the onus on Deans and Vice Deans to ensure that an open call for applications to serve on GFC is made, but this does not capture student members, so perhaps the route is a sentence that says the leadership within constituencies will use open recruitment processes for replenishment by advertising vacancies and encouraging self-nomination from anyone interested in serving.</p>	<p>Some changes were made to make the language more inclusive and these suggestions will be brought forward for the 3-year review of the GFC Nominating Committee terms of reference and procedures.</p>
General RRM	<p>Thank you for making clear that respect and professional behaviour is expected from everyone.</p>	
General RRM	<p>The proposed changes are reasonable. If I thought stronger language about members' conduct and courteous, professional communication would result in any improvements, I would recommend changes along those lines.</p>	
General RRM	<p>The proposed changes appear to follow EDI policies and should work for now.</p>	
General RRM	<p>I think weighing on emphasis in EDI and Truth and Reconciliation Commission's Calls to Action is a great approach to make GFC more inclusive and less barriers.</p>	
24 Responses	<p>No comments/changes look good</p>	
<b>General Feedback Received</b>		
	<p>I think critical voices should be included on the Ad Hoc Committee: Carolyn Sale would be a good addition.</p>	<p>The suggestion that critical voices be included in the Committee was raised by other members, including at GFC. Members of the Committee and the co-chairs discussed and felt that members were already demonstrating a commitment to providing critical feedback and doing so in an open and transparent manner.</p>
	<p>Re Question Period Procedure -- at the end of paragraph 5 "The answer is not debatable". Disagree - GFC Motion (which was changed to a question) on Clinical Research is a good example (Sept 2019). Debate needs to remain - you can adjust as appropriate for the time limit but excluding it altogether would not promote collegial governance toward improved operations.</p>	<p>The Question Period Procedure currently states that answers are not debatable, stemming from a GFC decision in 2003. In practice, there have been numerous occasions where discussion of answers took place on the floor of GFC.</p>
	<p>I think these are very good changes that you have proposed, and it should stop some of the grand standing that has been a part of the GFC culture.</p>	

<p>I would replace any process of nomination that requires an individual to submit an application with the support of, or the names of, nominees. It is just an extra hurdle that seems to serve no purpose. Do the five names of nominees for putting one's name forward to serve on a committee add anything to the process? Perhaps a past practice where the time has come to evaluate why we do this. And more importantly, what if these nomination processes deter women and minorities from applying to serve, particularly when it would seem to suffice to have self-nomination (application). A check for eligibility can be done by administrative practice; that does not need nominees. I see no need for nominees when weighed against the overarching goal of encouraging more diversity in who serves.</p>	<p>Some changes were made to make the language more inclusive and these suggestions will be brought forward for the 3-year review of the GFC Nominating Committee terms of reference and procedures.</p>
<p>A good step forward!</p>	
<p>Thank you for the time and effort in making these changes.</p>	
<p>The changes were not discussed at the April 26th GFC meeting, nor did it seem to be an intention to discuss, according to the Agenda. The deadline for providing feedback should be extended; feedback should also be collated and shared with all GFC members, prior to any discussion of these revisions. The identity of the members submitting their feedback should be confidential, unless the members wish to waive that (on an individual basis). Given the current distrust and disillusionment with the role played by GFC and the overall collegial governance at the UofA, these revisions need to be treated as items of utmost importance.</p>	
<p>Random points below:</p> <ul style="list-style-type: none"> <li>* The Google form is not a very convenient way to get this type of feedback to you. Just mentioning it. It's a bit awkward to use and would seem to discourage detailed feedback.</li> <li>* The timeline on this, like on many GFC-related items is way too short. On this note, it would be good to reconsider the timelines involved with GFC meetings, e.g., when meeting materials are made available in relation to a meeting itself.</li> <li>* All feedback you get should be ANONYMIZED and shared so that everyone can see the key items flagged and contemplate them. This will help the assembly converge on a truly helpful revision of the rules and regulations, including appropriate revisions to address issues that have come up at recent GFC meetings.</li> <li>* Consider a change in meeting rules to nominally have 3-hour meetings starting at 1 p.m. Why not? The meetings as presently conducted are extremely rushed, with very little time devoted to matters of substance. This makes the entire process look disingenuous.</li> <li>* I assume nothing is final until revised versions are tabled, debated, further revised / amended, and voted upon at GFC --- I really hope this is the case!</li> <li>* Good call on the change to how votes are counted; the old (current) way really doesn't make sense.</li> </ul>	<p>The consultation path included the following discussions and consultations with General Faculties Council: March 22, 2021 (to inform GFC that the Executive ad hoc Review Committee would be reviewing the Meeting Procedural Rules); April 26, 2021 (to update GFC on the work of the committee to date and next steps); April 28, with proposed changes distributed for feedback; June 7, 2021 (with proposed changes including from members of GFC distributed for information); September 20, 2021 (for discussion on the proposed changes).</p>
<p>Thank you for listening.</p>	
<p>No. Thank you for your work.</p>	
<p>I have reviewed the documents and the suggested changes have made some items more clear.</p>	

	<p>Any final document on GFC Meeting Procedural Rules should be member friendly, clear, simple, and always strike positive notes whenever possible. There should be no perception that those procedural rules favor any group, whether it be faculty members, staff, students, and especially administration.</p>	
	<p>Thanks to the committee for their work on this important task!</p>	

Thanks for providing this opportunity to provide input on the rules that govern GFC. I have served on GFC for eight years, and in general have enjoyed my time there. The meetings were generally very informative, collegial and productive and we got a lot done in just two hours. It was fun to see my colleagues from other disciplines and catch up with them.

In the last year I have grown increasingly concerned about the way that GFC meetings are run, and there has been a reduction in the quality of debate and a general lack of collegiality. Strident voices are often heard loudly, but are not acknowledged or responded to by the Chair, making them ever more strident. As a result, others are very reluctant to speak up in such a charged atmosphere. I have heard from many colleagues that GFC used to be an enjoyable meeting to attend but now it is generally painful, like pulling teeth without an anesthetic. I have several colleagues who are planning to withdraw from GFC because of this. I am hopeful that the work that your committee is beginning has the potential to improve the situation.

I think many of the recent problems stem from the move to an online format in response to the COVID-19 pandemic. This change has been unfortunate as it comes at a time of great financial stress on the institution with major re-organization and cost cutting. These changes would have been very difficult to achieve in the best of circumstances and trying to work through them using an online format at GFC has proven very difficult indeed.

In general, I am supportive of the proposed changes to our guiding documents. I think we need to address the problem of agenda-setting for GFC. Much time has been spent in the last year with arguments over the agenda and it is not unusual to spend the first 45 minutes of each meeting debating the agenda itself without achieving any substantive progress on the actual agenda items. As a result, the meetings are often having to be extended by one hour or more which is very inconvenient to those of us who have busy schedules and other commitments. This is extremely frustrating; members' time is very valuable, and must be respected. I think that the GFC Executive Committee is failing in its duty of setting a robust agenda for GFC, which leads to endless squabbles about the agenda itself, and this must be addressed as a priority.

I would like to see the chair of GFC provide much stronger leadership and guidance in these meetings, instead of passively letting the body spend so much valuable time making so little progress. There is a way to respectfully help the body to move through its work in an efficient manner instead of letting meetings spin endlessly out of control with little or no direction. I would also like to see the chair engage more fully with members who disagree with him, and invite them into the important work that we have to do together – he should bring these voices “inside the tent” so that they can be “pissing out” instead of letting them remain “outside the tent pissing in”. I wonder if our Chair is afraid of these discordant voices, and I would like to see him engage with them more confidently and inviting them in to assist with the work, instead of quietly hoping they will somehow go away.

I also think there is a need for more accountability amongst GFC members both in terms of attendance requirements and the quality and tenor of contribution to debate. Being on GFC is a privilege, and we must expect more of each other.

Thanks again for this opportunity to comment, I would also be happy to discuss in person.

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	Glad to see that the principles of collegial academic governance be updated to include the TRC and EDI.	
	I am looking forward to the committee's work on consultation.	
	No, thank you for giving me the opportunity to express my thoughts in writing.	
	I would suggest that given the size of the committee and the amount of information needed to review, I think it may be helpful to have an informal communication channels for the meeting (slack, wonder.me). I think this may help with strengthening uptake and engagement. There are over a hundred members involved and it is difficult to engage without taking up more valuable time. An engaged committee will help move people forward, and provide a more diverse input than a dichotomy of perspectives.	The ad hoc discussed the possibility of University Governance creating and managing an informal discussion board or forum, where GFC members could exchange ideas and comment on items coming forward to GFC, and provide feedback on agendas and minutes before approval. We did a scan of other U15s and looked into what might be required to make something like this work and found that in our counterparts, this is not something that exists. The Governance Office does not have the capacity to moderate a forum like this and would prefer members find alternatives to connect and discuss items before meetings. We do value when members reach out to us with their questions, and have committed to making the website easier to navigate in the future as well.
	The GFC meetings are sometimes taken over by discussion which may be productive, but that occasionally appears as needing a separate space prior to the meeting. Is it possible to consider discussion fori for the members outside of the actual meeting time, but in connection to GFC?	

Carolyn Sale  
GFC 25 October 2021

**Proposed Agenda Item 7: Revisions to Guiding Documents**

Proposed Amendments to the Proposed Revisions to the “Meeting Procedural Rules”

Secunder: Chanpreet Singh  
New rule as subset of 2.3

Current rule	<i>Ad Hoc’s Proposed Revision</i>	Proposed amendment
<p>From time to time, the Chair of GFC may call special meetings of GFC, provided that notice of such meetings is given to members at least one month in advance.</p>	<p>From time to time, the Chair of GFC may call special meetings of GFC, provided that notice of such meetings is given to members at least one month in advance. <b>If required, an electronic vote may be used to waive the one-month notice if approved by a two-thirds majority of votes cast.</b></p>	<p>From time to time, the Chair of GFC may call special meetings of GFC, provided that notice of such meetings is given to members at least one month in advance. <b>If required, an electronic vote may be used to waive the one-month notice if approved by a two-thirds majority of votes cast.</b></p> <p><b>The Chair shall call a special meeting for a date within ten Business Days of the receipt by the GFC Secretary of a written request for a special meeting by at least one-quarter (1/4) GFC’s members. The request must clearly state the proposed business of the special meeting.</b></p>

Current rule	<i>Ad hoc's</i> Proposed Revision	Proposed amendment
<p>Questions on an issue within GFC's jurisdiction may be submitted in writing to the GFC Secretary up to six working days before the next GFC meeting to receive a written response.</p>	<p>Questions on an issue within GFC's jurisdiction may be submitted in writing to the GFC Secretary up to six working days before the next GFC meeting to receive a written response by the appropriate officer(s) of the University. If the officer considers that a question is not factual, contains argument or opinion or facts other than those necessary for explanation of the question, or is outside the scope of GFC's responsibilities, or that an excessive amount of time, effort, expenditure and/or resources will be required to provide an answer, the GFC Secretary shall return the question to the questioner and work with the questioner to narrow the scope of the question.</p>	<p>Questions on an issue within GFC's jurisdiction may be submitted in writing to the GFC Secretary up to six working days before the next GFC meeting to receive a written response by the appropriate officer(s) of the University. The officer(s) are expected to provide answers consistent with commitment to the principles of transparency and accountability.</p>



Current rule	<i>Ad Hoc's</i> Proposed Revision	Proposed amendment
<p>Each agenda of GFC and its standing committees will include Question Period of one half hour in length that may be extended with the approval of members.</p> <p>a. Question period is comprised of both written questions and, time permitting, questions from the floor.</p> <p>b. The Chair will rule on whether a question from the floor can be answered expeditiously; if not, it will be referred to the appropriate officer for response at the next meeting.</p>	<p>Each agenda of GFC and its standing committees will include Question Period of <del>one half hour in length that may be extended with the approval of members.</del></p> <p>a. Question period is comprised of both written questions and, time permitting, questions from the floor.</p> <p>b. The Chair will rule on whether a question from the floor can be answered expeditiously; if not, it will be referred to the appropriate officer for response at the next meeting.</p> <p>c. No debate is to be permitted of either the question or the response. Members who have submitted questions will be permitted to ask one or more supplementary questions, after which, other members of GFC will have the same opportunity.</p>	<p>Each agenda of GFC and its standing committees will include Question Period of one half hour in length that may be extended with the approval of members.</p> <p>a. Question period is composed of both written questions and, time permitting, questions from the floor.</p> <p>b. The Chair will rule on whether a question from the floor can be answered expeditiously; if not, it will be referred to the appropriate officer for response at the next meeting.</p> <p>c. Members who have submitted questions will be permitted to ask one or more supplementary questions, after which, other members of GFC will have the same opportunity. No motions will be entertained during Question Period, but members may provide a Notice of Motion for a motion to be added to the agenda of the next meeting under rule 8.7.</p>

Seconded: Jennifer Branch-Mueller

This is a blanket amendment to cover 6.3, 8.3 and 8.4.

In all places where the proposed revisions refer to the majority of votes needed to add an item to the agenda, the Meeting Procedural Rules shall follow *Robert's Rules* in requiring a simple majority of votes cast.

If an amendment to an individual rule is preferred, we present this.

8.4

Current rule	<i>Ad Hoc's</i> Proposed Revision	Proposed amendment
<p>To make a motion, a member must be recognized by the Chair. (In the interest of clarity and to expedite business, it is advisable to provide a written motion to the GFC Secretary). The person making a motion will be invited by the Chair to speak first in any ensuing debate.</p>	<p>To make a motion, a member must be recognized by the Chair. (In the interest of clarity and to expedite business, it is advisable to provide a written motion to the GFC Secretary). <b>A two-thirds majority of votes cast will be required to add a motion concerning substantive matters to the agenda as per 8.1 and 8.3.</b> The person making a motion will be invited by the Chair to speak first in any ensuing debate.</p>	<p>To make a motion, a member must be recognized by the Chair. (In the interest of clarity and to expedite business, it is advisable to provide a written motion to the GFC Secretary). <b>Consistent with <i>Robert's Rules</i>, a simple majority of votes cast will be required to add a motion to the agenda.*</b> The person making a motion will be invited by the Chair to speak first in any ensuing debate.</p> <p><i>* This amendment if passed is also an automatic amendment of 6.3 and 8.3.</i></p>

**New rule**

To be added under section 9:

**Motion to Postpone**

Current rule (Tabling)	<i>Ad Hoc's</i> Proposed Revision	Proposed amendment
<p>9.1 Motion to Table – Enables the pending question to be laid aside until some future time. The motion cannot be debated. The mover may make a statement regarding what information they believe would be required to remove the item from the table, and the proposer of the item may make a brief comment on the impact of tabling the motion.</p> <p><i>Note:</i> This rule is a mash-up of two separate rules in <i>Robert's Rules</i>. If 9.1 is to remain unchanged, a new rule needs to be added that properly covers a motion to postpone, which is debatable.</p>		<p>The proposed amendment in this case is an <b>addition</b>, Motion to Postpone.</p> <p>Enables the pending question to be deferred for consideration at a later meeting according to a condition specified in the motion. Both the decision to postpone and the condition to be met during the postponement are debatable.</p>

Current rule	<i>Ad Hoc's</i> Proposed Revision	Proposed amendment
<p>A member who has the floor may not normally be interrupted. However, the Chair may interrupt a speaker if the speaker is out of order by using unacceptable language, is abusive of other members, or is not speaking to the motion. If the Chair does not do so, a member may raise this as a point of order.</p>	<p>A member who has the floor may not normally be interrupted. However, the Chair may interrupt a speaker if the speaker is out of order by using unacceptable language, is abusive of other members, or is not speaking to the <b>item</b>. If the Chair does not do so, a member may raise this as a point of order. <b>The Chair may raise the speaker's attention to the time if they have had the floor for more than three minutes.</b></p>	<p>A member who has the floor may not normally be interrupted. However, the Chair may interrupt a speaker if the speaker is out of order by using unacceptable language, is abusive of other members, or is not speaking to the <b>item</b>. If the Chair does not do so, a member may raise this as a point of order. <b>The Chair may raise the speaker's attention to the time if they have had the floor for more than ten minutes. The Chair will not otherwise attempt to limit a speaker's time.</b></p>

Secunder: Kathleen Lowrey

To be added under section 10:

Alternation in debate

Current rule	<i>Ad Hoc's</i> Proposed Revision	My proposed amendment
		<p>Where two speakers in a row have spoken to the same side of a motion being debated, the Chair shall call for anyone who wishes to speak on the other side of the question, and from then on, consistent with <i>Robert's Rules</i>, the Chair should let the floor alternate, as far as possible, between those favouring and those opposing the measure.</p>



Kate Peters &lt;peters3@ualberta.ca&gt;

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## GFC 25 October 2021: Proposed revisions to Guiding Documents

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**Carolyn Sale** <sale@ualberta.ca>

20 October 2021 at 16:23

To: Kate Peters &lt;peters3@ualberta.ca&gt;

Cc: Heather Richholt &lt;richholt@ualberta.ca&gt;, Chanpreet Singh &lt;ch12@ualberta.ca&gt;, Kathleen Lowrey &lt;klowrey@ualberta.ca&gt;, Sourayan Mookerjea &lt;sourayan@ualberta.ca&gt;, Jennifer Branch-Mueller &lt;jbranch@ualberta.ca&gt;, Andrei Tabirca &lt;tabirca@ualberta.ca&gt;, J Nelson Amaral &lt;jamaral@ualberta.ca&gt;

Dear Kate,

Further to our correspondence and our discussion earlier today about proposed action item 7 for GFC's meeting next Monday, I write to let you have the several proposed amendments to the proposed revisions to the "Meeting Procedural Rules" for which I have seconders. I include one item for which I do not yet have a seconder—the need for the rules to include the rule "Motion to Postpone."

I cc the seconders, along with Nelson Amaral. As you and I discussed, at the beginning of Monday's meeting, when GFC is approving its agenda, Nelson and I will move that the proposed action item become a discussion item instead.

I also want to let you have the bullet-point that I would like to see added to the "Roles and Responsibilities of Members" document as the very first bullet-point after "GFC operates under the principle of collegial academic governance including":

- [Accountability for protecting the academic integrity of the University](#)

As we discussed, I have significant concerns about the document "Principles for General Faculties Council Standing Committee Composition" being approved at this time given that this is the triennial review of the document. If there can be no further changes to this document for three years it is imperative that GFC have a discussion of what is at stake in it. In the event that GFC does not choose to make action item 7 into a discussion item I will be working on an amendment to that document as well.

Thank you again for your time today. Please let me know if you have any questions.

Sincerely,  
Carolyn

Carolyn Sale  
Associate Professor, Department of English & Film Studies  
*Office:* 4-39 Humanities Centre  
*Mailing Address:*  
Department of English & Film Studies  
3-5 Humanities Centre  
Edmonton, Alberta  
Canada T6G 2E5  
*Phone:* Apologies: none due to budget cuts in 2009-2010.  
*Fax:* 780.492.8142  
*Blog:* [artssquared.wordpress.com](http://artssquared.wordpress.com)

**GFC 25Oct2021 Amendments to proposed revisions to Rules.docx**

20K



Kate Peters &lt;peters3@ualberta.ca&gt;

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## GFC 25 October 2021: Proposed revisions to Guiding Documents

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Carolyn Sale &lt;sale@ualberta.ca&gt;

22 October 2021 at 09:23

To: Kate Peters &lt;peters3@ualberta.ca&gt;

Cc: Heather Richholt &lt;richholt@ualberta.ca&gt;, Chanpreet Singh &lt;ch12@ualberta.ca&gt;, Kathleen Lowrey &lt;klowrey@ualberta.ca&gt;, Sourayan Mookerjea &lt;sourayan@ualberta.ca&gt;, Jennifer Branch-Mueller &lt;jbranch@ualberta.ca&gt;, Andrei Tabirca &lt;tabirca@ualberta.ca&gt;, J Nelson Amaral &lt;jamaral@ualberta.ca&gt;, Marsha Boyd &lt;mboyd0@ualberta.ca&gt;

Dear Kate,

This is a further note to let you know that there is now a seconder, Marsha Boyd, for one more proposed amendment:

2.4

Current rule	<i>Ad Hoc's</i> Proposed Revision	Proposed amendment
GFC meetings shall normally be scheduled and planned to end two hours after being called to order.	GFC meetings shall normally be scheduled and planned to end two hours after being called to order. Meetings may be extended by a majority of votes cast.	GFC meetings shall normally be scheduled and planned to end <b>no later than three</b> hours after being called to order. Meetings may be extended by a majority of votes cast.

Thank you,

[Quoted text hidden]

[Quoted text hidden]

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

<b>Agenda Title</b>	Exploration Credits
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**Item**

Proposed by	Melissa Padfield, Vice-Provost and University Registrar
Presenter	Melissa Padfield, Vice-Provost and University Registrar Rowan Ley, President, University of Alberta Students' Union

**Details**

Office of Administrative Responsibility	Office of the Provost and VP Academic
The Purpose of the Proposal is (please be specific)	The proposal is to get advice on the adoption of an Exploration Credits policy at the University of Alberta
Executive Summary ( <i>outline the specific item – and remember your audience</i> )	<p>Facilitating opportunities for interdisciplinary studies is one of the objectives of the University of Alberta's strategic plan and is a topic of great interest to the Office of the Provost, the Office of the Registrar and the University of Alberta Students' Union. We have been working collaboratively to create concrete action that will support interdisciplinarity and have found that one of the main challenges to interdisciplinarity is that many students hesitate to explore elective classes outside of their field of study for fear of risking their GPA. One way to encourage students to explore new fields of study is to eliminate that risk to their GPA by allowing them to request certain elective courses be approved as exploration credits. Similar programs have been adopted to varying degrees across other U15 institutions in Canada.</p> <p>When a course has been approved as an exploration credit, the letter grade that the student receives at the end of the course would be converted into a corresponding credit (CR) or no-credit (NC) notation on their transcript. This CR/NC notation for exploration credits would follow the regulations already in place for CR/NC notation at the U of A, most notably that it will not be included as part of the student's GPA calculation.</p> <p>These exploration credits have several eligibility requirements and/or restrictions including:</p> <ol style="list-style-type: none"> <li>1. Applicable to undergraduate students only</li> <li>2. Applicable to courses that are open electives within a student's program</li> <li>3. A maximum of 12 credits within a four- or five-year degree program (e.g. after degrees would be excluded)</li> <li>4. A maximum of 3 credits per term and a maximum of 6 credits per academic year (Fall, Winter, Spring, Summer terms)</li> <li>5. Certain programs or courses may not be eligible for exploration credits (with specific program/course exclusions being listed in the Calendar)</li> </ol>



Item No. 9

	<p>6. Once a letter-grade has been converted to CR/NC notation on the transcript, it can not be changed back.</p> <p>A comprehensive communication strategy will be developed upon approval to ensure that students, staff and faculty are aware that this optional grading policy exists, and the benefits and risks that could come with it.</p> <p>The planned implementation date for Exploration Credits is Fall Term 2022.</p> <p><b>Questions for the Committee:</b></p> <ul style="list-style-type: none"> <li>• Will this initiative help to increase interdisciplinarity?</li> <li>• What questions, comments or feedback do you have?</li> </ul>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include proposed plan)

Consultation and Stakeholder Participation	<p><u><b>Those who are actively participating:</b></u></p> <ul style="list-style-type: none"> <li>• University of Alberta Students' Union – Rowan Ley, Abner Monteiro</li> <li>• Office of the Registrar – Melissa Padfield, Norma Rodenburg, Carlo Dimailig</li> <li>• University Governance – Kate Peters, Heather Richholt</li> <li>• Office of the Provost – Janice Causgrove Dunn, Kathleen Brough</li> <li>• Office of the Registrar – Records, Registration, and Fees; Information Systems and Business Development</li> <li>• Student Service Centre</li> </ul> <p><u><b>Those who have been consulted:</b></u></p> <ul style="list-style-type: none"> <li>• Committee on the Learning Environment (Oct. 27, Jan 26)</li> <li>• Program Support Team - Undergraduate and Non-Credit (Oct. 28, Jan 20)</li> <li>• RO Student Advisory Committee (Nov. 2)</li> <li>• Council on Student Affairs (Nov. 4)</li> <li>• Programs Committee (Nov. 18, Jan 13)</li> <li>• GFC - Electronic Feedback (Nov. 29)</li> </ul> <p><u><b>Those who have been informed:</b></u></p> <ul style="list-style-type: none"> <li>• Deans Council</li> </ul>
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**Strategic Alignment**

Alignment with <i>For the Public Good</i>	<p><b>17. Objective:</b> Facilitate, build, and support interdisciplinary, cross-faculty, and cross-unit engagement and collaboration.</p> <p><b>I. Strategy:</b> Identify and remove systemic barriers to interdisciplinarity, and where necessary, expand or create policies, resources, infrastructure, and strategies to encourage and reward academic and administrative partnerships and collaborations.</p>
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Item No. 9

	<b>II. Strategy:</b> Incent the development of interdisciplinary and cross-faculty graduate and undergraduate teaching and learning initiatives, including programs, courses, and embedded certificates.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<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 type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act</i> General Faculties Council GFC Programs Committee	

Attachments (each to be numbered 1 - <>)

1. Calendar Change for Exploration Credits (pages 1 - 4)

*Prepared by:*

Norma Rodenburg, Interim Deputy Registrar, norma.rodenburg@ualberta.ca  
 Carlo Dimailig, University Calendar Editor, carlo@ualberta.ca

## Credit/No-credit Grading for Elective Courses

Version: January 2022

Revisions include:

- New maximums per term and per academic year
- Changes to the list of groups of students that are not eligible
- Additional link to the already existing evaluation procedures section for CR/NC notation
- Additional link to a webpage with additional information and frequently asked questions

Current	Proposed
<a href="https://calendar.ualberta.ca/content.php?catoid=34&amp;navoid=10107#evaluation-procedures-and-grading-system">https://calendar.ualberta.ca/content.php?catoid=34&amp;navoid=10107#evaluation-procedures-and-grading-system</a>	
<p><b>Academic Regulations</b> ...</p> <p><b>Evaluation Procedures and Grading System</b> ...</p>	<p><b>Academic Regulations</b> ...</p> <p><b>Evaluation Procedures and Grading System</b> ...</p> <p><b>Exploration Credits</b></p> <p>In order to explore interdisciplinarity without risking potential negative impact to their GPA, undergraduate students may request to receive exploration credits for their open elective courses.</p> <p>When a student requests and is approved for an exploration credit, the letter grade they receive in the approved course will be replaced with a credit/no-credit (CR/NC) notation on their transcript.</p> <p>Regulations and procedures for exploration credits are different from other courses that are normally graded as credit/no-credit or pass/fail.</p> <p><b>Eligibility</b> Undergraduate students in a 4-year degree program or a 5-year combined degree program may request a maximum of 12 units of exploration credits. This 12-unit maximum is per student and does not reset if a student transfers to a different degree program.</p> <p>Students may request a maximum of 3 units</p>

of exploration credits per term, and a maximum of 6 units of exploration credits per academic year.

For the purpose of eligibility for exploration credits, an open elective is defined as a course that a student must take to complete program requirements where the course designator or a specific subject area is not specified (e.g., free electives, open electives, courses from a specific faculty, courses at a 100-level, etc.). These exploration credits can not be applied to program requirements where a course designator is specifically listed.

The following groups of students are not eligible for exploration credits:

- Students on academic probation
- Exchange students
- Open Studies students
- Graduate students

Additional restrictions on which programs or courses are eligible for exploration credits may also be approved by faculties. Students should refer to their program page in the current Calendar, or to course descriptions in [Bear Tracks](#), for more information on program or course restrictions.

#### **Procedures for Exploration Credits**

Students can submit a request for exploration credits by using the form in the Manage Classes section of [Bear Tracks](#). The deadline to apply for exploration credits is the same date as the deadline to withdraw from classes, and can be found in the [Academic Schedule](#). Students can edit their request in [Bear Tracks](#) until the exploration credit request deadline.

Students who have requested to receive exploration credits will be required to complete the same course components and assessments as students who are being assessed a letter grade. Course instructors will not be informed as to which type of grading notation each student will receive.

The conversion of letter grades to CR/NC notation will happen after the letter grades are assigned. Letter grades will not be made available to students who have selected the course for exploration credits, and will only be used to determine whether CR has been granted. Grades of D or higher will receive the Credit (CR) notation. Grades of F will receive the No-Credit (NC) notation.

Courses with CR notation will count towards total units completed. Courses with NC notation will count as units failed. CR/NC notations do not have a GPA and are not included in any GPA calculation. Additional information regarding CR/NC grades can be found in [Evaluation Procedures and Grading System](#).

Once letter grades have been converted, only the CR/NC notation will appear on a student's transcript. **An elective course that has been changed to CR/NC notation on the student's transcript cannot be changed back to a letter grade in the future.**

Students who have passed a course (whether graded or CR/NC) may not retake it again. Students who have failed a course once (whether graded or CR/NC), may request CR/NC notation for their second attempt. Exceptions to the above and additional information can be found in the University's Regulations on [Reregistration in Courses](#).

Receiving approval for exploration credits will not change the tuition or fees associated with the course.

#### **Responsibility and Future Impact**

When requesting exploration credits, it is the student's responsibility to ensure the following conditions are met:

- Their program is eligible for exploration credits
- The course is eligible for exploration credits
- The course is an open elective for their program

<p><b>Examinations (Exams)</b> ...</p>	<ul style="list-style-type: none"> <li>- The current request will not put them above the 12 unit maximum</li> </ul> <p>Failure to confirm the above conditions may result in the request for exploration credits being disregarded at the time of conversion or course requirements being deemed incomplete when being reviewed for convocation.</p> <p>Switching from letter grades to CR/NC notation may also have potentially negative impact to:</p> <ul style="list-style-type: none"> <li>- Transferring to other programs or institutions that do not accept CR/NC notation</li> <li>- Admission to professional programs or graduate school</li> <li>- Scholarship or financial aid eligibility</li> </ul> <p>As the above are unique to each student and cannot be foreseen by the University of Alberta, it is the student's responsibility to consider all factors when making the decision to switch from letter grade to CR/NC notation.</p> <p>Students are encouraged to consult with an academic or financial advisor before making this decision.</p> <p>For more information, including frequently asked questions, see <a href="#">Exploration Credits</a> on the Office of the Registrar web page.</p> <p><b>Examinations (Exams)</b> ...</p>
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General Faculties Council Standing Committee Report

**GFC Executive Committee**

1. Since last reporting to GFC, the GFC Executive Committee met on January 10, 2022.
  
2. Items Approved With Delegated Authority
  - Consolidated Exams from the Faculty of Kinesiology, Sport and Recreation
  - Faculty of Rehab Med Dean Selection Committee Composition
  - Draft Agenda for the January 31, 2022 Meeting of General Faculties Council
  
3. Items Recommended to GFC
  - Notice of Motion: - Changes to Voting Rules in the General Faculties Council Meeting Procedural Rules
    - *As per the GFC Meeting Procedural Rules (8.7), Executive Committee was asked to place a Notice of motion made on November 29<sup>th</sup> on the agenda for debate at the next meeting of GFC.*
    - *The GFC Executive Committee recommended that GFC approve proposed changes to the GFC Guiding Documents, including changes to the voting rules in the Meeting Procedural Rules, at their October 4, 2021 meeting.*
    - *Because this proposal reflects only the rules that apply to voting, and because this is coming forward as a Notice of Motion from a GFC member, members of Executive Committee were asked to consider these changes as a distinct proposal.*
    - *Acknowledging that the proposed changes were in alignment with those recommended on October 4, 2021, the committee voted to recommend the motion to GFC.*
  
4. Items Discussed
  - Path Forward for the Review of the GFC Guiding Documents
  - Annual Report of the Student Conduct Responses, Dean of Students' Portfolio 2020-2021
  - Apportionment of General Faculties Council

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](https://www.ualberta.ca/governance/member-zone/gfc-standing-committees#GFC_EXEC)

Submitted by:  
W Flanagan, Chair  
GFC Executive Committee

General Faculties Council Standing Committee Report

**GFC Academic Planning Committee**

1. Since last reporting to GFC, the GFC Academic Planning Committee met on December 8, 2021 and January 12, 2022.
2. Items Discussed

***December 8, 2021***

- Student Financial Supports - Continued Discussion
- Proposed Changes to Faculty of Science BSc Degree Framework
- Budget Update
- Metrics Report

***January 12, 2022***

- Faculty of Education Restructuring
- 2021/22 Undergraduate Enrolment Report
- University of Alberta for Tomorrow (UAT) - Service Excellence Transformation (SET) Progress Update
- Budget Update
- Administrative Terminations for Work-integrated Learning

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\\_APC](https://www.ualberta.ca/governance/member-zone/gfc-standing-committees#GFC_APC)

Submitted by:  
S Dew, Chair  
GFC Executive Committee



General Faculties Council Standing Committee Report

**GFC Programs Committee**

1. Since last reporting to GFC, the GFC Programs Committee met on December 9, 2021, and January 13, 2022.

2. Items Approved with Delegated Authority from GFC

***December 9, 2021***

- Course and Minor Program Changes
  - o Arts
  - o Engineering
  - o Medicine and Dentistry
  - o Saint-Jean
  - o Science
- Items Deemed Minor/Editorial
  - o Proposed Changes to Entrance Requirements for Graduate Programs in Laboratory Medicine and Pathology
  - o Proposed Changes to Admission and Program Requirements for Graduate Programs in Neuroscience
  - o Proposed Changes to Clinical Requirements for Graduate Programs in Nursing
- Proposed New Course Designator, DEVDU (Développement durable), and Associated Courses, Faculté Saint-Jean
- Proposed Embedded Certificate in Innovation and Entrepreneurship, Faculty of Business
- Proposed Graduate Embedded Certificate in Climate Change and Health, School of Public Health and Faculty of Graduate Studies and Research
- Proposed Name Change for the Graduate Degree Specialization in Educational Administration and Leadership, Faculty of Education and Faculty of Graduate Studies and Research
- Proposed Specializations in Food Safety and Quality, and Meat Quality for the Course Based Master of Science Agricultural, Food and Nutritional Science, Faculty of Agricultural, Life, and Environmental Sciences, and Faculty of Graduate Studies and Research

***January 13, 2022***

- Course and Minor Program Changes
  - o Agricultural, Life and Environmental Sciences
  - o Arts
  - o Augustana
  - o Business
  - o Education
  - o Engineering
  - o Medicine and Dentistry
  - o Law
  - o Native Studies
  - o Nursing
  - o Science
- Items Deemed Minor/Editorial
  - o BSc in Nutrition and Food Science, Dietetics Specialization Admission Requirements
  - o Préposé aux soins de santé Academic Standing Regulations
  - o Bachelor of Music (Performance), Admission Requirements
  - o Faculty of Nursing Admission Requirements and Academic Standing Regulations
- Proposed Suspension of Admission to the Certificate in Engaged Leadership and Citizenship in Arts and Science

- Proposed Suspension of the Gestion Touristique Diploma, Faculté Saint-Jean
- Proposed Deletion of Minors for Bachelor of Arts, Bachelor of Management, and Bachelor of Science programs, Augustana Faculty
- Proposed New Specialization in General Public Health and Suspension of Previous Specializations for the Master of Public Health, School of Public Health and Faculty of Graduate Studies and Research

3. Items Recommended to GFC

***December 9, 2021***

- Proposed Change to AGPA Calculation for Internal Undergraduate Students

4. Items Discussed

***December 9, 2021***

- External Programs for Review and Programs in Progress on Campus: Standing Item

***January 13, 2022***

- Experiential and Work Integrated Learning
- Reimagining the Certificate in Interdisciplinary Leadership Studies
- Exploration Credits
- External Programs for Review and Programs in Progress on Campus: Standing Item

Terms of reference and records of meetings for this committee can be found at:

[https://www.ualberta.ca/governance/member-zone/gfc-standing-committees/index.html#GFC\\_PC](https://www.ualberta.ca/governance/member-zone/gfc-standing-committees/index.html#GFC_PC)

Submitted by:

Janice Causgrove Dunn, Chair  
GFC Programs Committee

FOR THE GFC MEETING OF JANUARY 31, 2022

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I am pleased to report on the following highlights of the Board of Governors' Open Session meeting held on December 9, 2021:

### **REPORT OF THE CHANCELLOR**

Chancellor Peggy Garrity briefed the committee on the Senate's recently approved strategic plan, which includes three priorities: supporting the University of Alberta for Tomorrow initiative; helping the university be a place where students can realize their potential; and contributing to the university's commitments to Indigenous initiatives, equity, diversity and inclusivity.

### **REPORT OF THE PRESIDENT**

The President provided a written report on his activities since October 15, 2021, including updates on University of Alberta for Tomorrow initiatives and the five strategic goals of *For the Public Good*: build; experience; excel; engage; and sustain. In addition to his written report, President Flanagan provided verbal updates on COVID-19 activities, including the success of the university's mandatory vaccine policy; a recent funding announcement from the Government of Alberta for vaccine development and manufacturing research, one of the largest research grants in the University of Alberta's history; progress on the University Commons renovations, including preservation of some of the building's original features; and planning for the January 21, 2022 Board of Governors, General Faculties Council, and Senate Summit.

President Flanagan then acknowledged the ongoing concern of students with regard to sexual violence on campus, as expressed in a recent open letter, the university's commitment to addressing their concerns, and steps being taken, including training on sexual violence awareness, prevention and consent for faculty, staff, and students; working with the Sexual Assault Centre to expand consent and sexual violence training in residences; and selecting and appointing the new position of Sexual Violence Response Coordinator. Board Chair Kate Chisholm noted that the Board, during its *in camera* session, asked that an audit be conducted of:

1. the policies and procedures used by the university when it receives a complaint of sexual violence or harassment, and
2. the systems and resources used by the university to prevent sexual violence and harassment.

### **DISCUSSION ITEMS**

The Board discussed the following items:

- the Colleges Strategic Plan, with Provost Steven Dew, Greta Cummings, Dean of the College of Health Sciences, Joseph Doucet, Dean of the College of Social Sciences and Humanities, and Matina Kalcounis-Rueppell, Dean of the College of Natural and Applied Sciences, including background, the plan's high-level goals and a five-year 'road map' aligned to major outcomes, the quality of the metrics, collaboration with the stand-alone faculties (Augustana, Campus Saint-Jean, and Native Studies), and how the colleges might improve innovation and enrolment growth;
- the Indigenous Institutional Strategic Plan, with Florence Glanfield, Vice-Provost (Indigenous Programming and Research), including the importance for the university to respond to the Truth and Reconciliation Commission's Calls to Action, and to align with government, funding agencies, and other stakeholders; timing and costs associated with the plan; whether the plan will include metrics; and how the plan might change Indigenous students' experiences at the university.

### **BOARD OF GOVERNORS' MOTION SUMMARY**

In preparation for a motion to amend the university's Long Range Development Plan, the Board discussed the projected monetary value and research value of the land; the value of an unfettered source of revenue; the requirement for the land trust to act independently and conversely, the authority of the Board to identify which lands to transfer to the trust; and potential alternate uses for the land.

On the recommendation of the Finance and Property Committee and the General Faculties Council Academic Planning and Faculty Development Committees, the Board of Governors approved the removal of South Campus – Sector 14 (Section 6.3) from the [Long Range Development Plan 2002](#).

On the recommendation of the Finance and Property Committee and the General Faculties Council Academic Planning Committee, the Board of Governors approved the establishment of a new Non-Credit International Support Fee (NCISF), with fees to be indexed to the Health and Wellness Mandatory Non-Instructional Fee currently set at \$63.80.

On the recommendation of the Finance and Property Committee, the Board of Governors approved, on terms and conditions acceptable to the Vice-President (Facilities and Operations):

- the disposition via Right of Way of fewer than five (5) acres of land contained within the parcels legally described as SW 8-22-14 W4M and NW 5-22-14-W4M located in the County of Newell within the University of Alberta Mattheis Ranch, subject to the required approval of the Minister of Infrastructure;
- the disposition via Right of Way of less than one (1) acre of land contained within parcels legally described as NW 1/4 SEC 5 TWP 22 RGE 14 W4M located in the County of Newell within the University of Alberta Mattheis Ranch, subject to the required approval of the Minister of Infrastructure; and
- the disposition of real property known as Belcourt-Brosseau House, located at 11020 – 84 Avenue, Edmonton, Alberta.

On the recommendation of the Board Governance Committee, the Board of Governors approved revisions to the Code of Conduct: Board Members' Obligations Respecting Conflict of Interest, and the Board of Governors Bylaws, related to managing allowed conflicts.

## **INFORMATION REPORTS**

- Report of the Audit and Risk Committee
  - Internal Audit Services Charter
  - Safety Moment
  - Board Audit and Risk Committee Terms of Reference
  - Health, Safety and Environment Quarterly Report 2021-22 Q2
- Report of the Finance and Property Committee
  - Board Finance and Property Committee Terms of Reference
  - Budget Briefing
  - Annual Report on Student Financial Support
    - Undergraduate
    - Graduate
  - Colleges Strategic Plan
  - Tuition Briefing / Assumptions / Scenarios
  - Revenue Generating Operations - Budget 2022-23 Parameters
  - University of Alberta Properties Trust Update
  - Metrics Associated with Academic Restructuring (UAT/College Metrics): Financial and Quality of Shared Services
  - Mandatory Non-Instructional Fees (MNIF) Report
  - TEC Edmonton Final Report
  - Integrated Asset Management Strategy Dashboard
- Report of the Governance Committee
  - Non-Governor Committee Member Application Form
  - Mandatory Non-Instructional Fees (MNIF) Report
  - 2021-22 Triennial Board Committee Review
    - Board Governance Committee Terms of Reference
    - Standing Committee Terms of Reference: Changes Requiring Coordination
    - Committee composition frameworks
  - Implementation of recommendations arising from joint meetings of the Board Governance

- Committee and GFC Executive Committee
- Update on planning: Board-GFC-Senate Summit
- Ongoing Opportunities for Board Member Development
- New Member Orientation
  
- Report of the Human Resources and Compensation Committee
  - Board Human Resources and Compensation Committee Terms of Reference
  - Health, Safety and Environment Quarterly Report 2021-22 Q2
  - Trends in Benefits
  
- Report of the Investment Committee
  - Portfolio Compliance – September 30, 2021
  - Board Investment Committee Terms of Reference
  
- Report of the Learning Research, and Student Experience Committee
  - Proposed Suspension of Majors for the Bachelor of Science/Bachelor of Education Combined Degrees Program, Augustana Faculty, and Faculty of Education
  - Board Learning, Research and Student Experience Committee Terms of Reference
  - Annual Report on Student Financial Support and Accompanying Overview
  - Report from the Provost and Vice-President (Academic)
    - Academic Restructuring Implementation
  - Annual Report on Student Financial Support and Accompanying Overview
  - Colleges Strategic Plan
  - Report from the Vice-President (Research and Innovation)
    - Jobs, Economy and Innovation / Advanced Education Research Commercialization Working Group
  - Report from the Vice-Provost and Dean of Students
  - Mental Health and Wellness Initiatives
  - Quality Assurance (QA) Suite of Activities: 2020-2021 Excerpted QA Reports from: Graduate Programs in the Departments of Medicine and Surgery and Faculté Saint-Jean; and Undergraduate and Graduate Programs in the Departments of Biological Sciences, Women's and Gender Studies, Philosophy, and Modern Languages and Cultural Studies and the Faculty of Pharmacy and Pharmaceutical Sciences
  - Annual Report of the Appeals and Compliance Officer
  - 2020/21 Annual Report of Student Conduct Responses, Dean of Students' Portfolio
  
- Report of the Reputation and Public Affairs Committee
  - Board Reputation and Public Affairs Committee Terms of Reference
  - Emerging Issues and Opportunities
  - Community Engagement Update
  - Senate Update
    - Senate Strategic Plan

The Board also received reports from the Alumni Association, Students' Union, Graduate Students' Association, Association of Academic Staff of the University of Alberta, Non-Academic Staff Association, General Faculties Council, and the Board Chair.

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Prepared for: Dilini Vethanayagam  
GFC Representative on the Board of Governors

By: Erin Plume  
Assistant Board Secretary

*Please note: official minutes from the open session of the December 9, 2021 Board of Governors' meeting will be posted on the University Governance website once approved by the Board at its March 25, 2022 meeting: <https://www.ualberta.ca/governance/member-zone/board-of-governors/board-minutes>.*

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

<b>Agenda Title</b>	<b>2020/21 Annual Report of Student Conduct Responses</b>
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**Item**

Proposed by	Deborah Eerkes, Director, Student Conduct & Accountability
Presenter	Dr. Andre Costopoulos, Vice-Provost and Dean of Students

**Details**

Office of Administrative Responsibility	Vice-Provost and Dean of Students
The Purpose of the Proposal is (please be specific)	This report provides statistical information on the various responses to student conduct.
Executive Summary ( <i>outline the specific item – and remember your audience</i> )	This report is organized by policy, and provides statistical information on how student conduct is addressed <i>within the Dean of Students' portfolio, including the Code of Student Behaviour, Residence Community Standards, Sexual Violence Policy and the Protocol for Urgent Cases of Disruptive, Threatening, or Violent Behaviour</i>
Supplementary Notes and context	< <i>This section is for use by University Governance only to outline governance process.</i> >

**Engagement and Routing** (Include proposed plan)

Consultation and Stakeholder Participation	Include information about your consultation and stakeholder participation process < <i>For further information see the link posted on the <a href="#">Governance Resources section Student Participation Protocol</a></i> >
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**Strategic Alignment**

Alignment with <i>For the Public Good</i>	Objective 19: Prioritize and sustain student, faculty, and staff health, wellness, and safety by delivering proactive, relevant, responsive, and accessible services and initiatives.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<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 type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input checked="" type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	GFC Student Conduct Policy Committee Terms of Reference	

Attachments (each to be numbered 1 - &lt;-&gt;)

- 2020/21 Annual Report of Student Conduct Responses, Dean of Students' Portfolio (page(s) 1 - 10)

Prepared by: Deb Eerkes, Director, Student Conduct &amp; Accountability, deerkes@ualberta.ca

# 2020/21 Annual Report of Student Conduct Responses

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Dean of Students' Portfolio  
July 1, 2020 - June 30, 2021

*September 2021*



**UNIVERSITY  
OF ALBERTA**

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# Introduction

This report covers responses to student conduct across the Dean of Students' portfolio for the 2020-21 academic year. It is organized by relevant policy, including the *Residence Community Standards*, *Residence Agreement* (i.e. rental contract), *Code of Student Behaviour*, *Sexual Violence Policy*, and the *GFC Protocol for Urgent Cases of Disruptive, Threatening or Violent Behaviour*.

Units within the Dean of Students' portfolio also work closely with Helping Individuals At Risk (HIAR) to provide the necessary supports to students whose behaviour causes concern but may not constitute misconduct. This report details only those incidents addressed within the Dean of Students' portfolio.

The 2020-21 academic year, featuring a learning landscape of almost exclusively online courses and students dispersed around the world, affected students' conduct, and misconduct. Residences were largely empty, students encountered other members of the University Community remotely only, and web-based homework services for students proliferated.

For data from previous years, the 2019-20 Dean of Students portfolio Student Conduct Report is available from University Governance.

## Residence Community Standards Policy

[Policy Link](#)

**Focus:** Restorative Justice

**Administered by:** Residence Life

The Residence Community Standards Policy addresses both resident misconduct and resident conflict restoratively. Only students in residence are subject to this policy, which provides a framework to recognize and prevent unacceptable behaviour in the Residence community and resolve the issues in a positive and constructive way. Rather than defining misconduct, the framework focuses on the effects of behaviour on individuals and the community. Doing so allows residents to identify and repair harms and build trust in the community.

Restorative responses include *Community Resolutions* (a restorative conversation between staff and responsible student), *Restorative Meetings* (facilitated discussion between a harmed person and a responsible student), and *Restorative Conferences* (facilitated discussion with multiple parties, including those harmed, responsible student(s) and relevant community members). The desired outcome, a *Restorative Agreement*, is highly personalized and specific to the needs of those directly involved.

Engaging with the Restorative Justice (RJ) program is voluntary. If for any reason RJ is not available or appropriate, the University will use one of the other available processes to resolve the issue (*Code of Student Behaviour* and/or *Breach of Residence Agreement*) without prejudice. When a Restorative Agreement is reached and fulfilled, the matter is considered to be closed and no other University process is applied. If a student fails to meet the agreed repairs, they are considered in breach of their Residence Agreement.

### **Potential outcomes:**

Community Resolution or Actions decided in a Restorative Agreement (including apologies).

For the 2020/2021 academic year:	
Outcome	Number
Community Resolution	754
Community Resolution with professional staff during meeting	37
Apology	13
Other Actions as decided in Restorative Meeting/Conference	2

*Note: 2 restorative meetings/restorative conferences were facilitated during the 2020-21 academic year with a total of 14 participants.*

# Breach of Residence Agreement

**Focus:** Breach of contract

**Administered by:** Residence Services

The Residence Agreement is the rental contract between the student (as tenant) and the University (as landlord). It lays out the terms of the rental, including rent, payment, maintenance, and behaviour. Evictions under the Breach of Residence Agreement can be behaviourally-based, or can be a result of other factors.

A behaviour that leads to a Breach of Residence Agreement may also be addressed under the *Code of Student Behaviour* and/or the *Protocol for Urgent Cases of Disruptive, Threatening, or Violent Conduct*.

### **Potential outcomes:**

Letter of expectations, letter of conditions (including temporary restrictions), revoked visiting privileges, relocation, probationary status or eviction

Temporary outcome used for 2020-2021: COVID-19 Written Warning

For the 2020/2021 academic year:	
Outcome	Number
Letter of Expectations	98
Letter of Conditions	1
Alcohol Conditions	1
Revoked Visiting Privileges	8
Unit Relocation	2
Probationary Status	8
Eviction	5
COVID-19 Written Warning	121

### **Context Information:**

The 2020-21 residence population averaged 23% occupancy of the previous year due to the COVID-19 pandemic between July 1, 2020 and June 30, 2021.

Residence Life implemented a new staffing structure in 2020-21 where one Coordinator manages most community management within residence, and almost all administrative tracking. This change makes us highly confident in the consistency and accuracy of these numbers in comparison to previous years.

### **Notable trends in residence generally:**

1. 749 total documented incidents, with many involving multiple students.
2. 411 (54%) of documented incidents occurred in first year residences.
3. Substance use was involved in a number of incidents: 54 incidents were identified as being related to alcohol consumption, 38 identified as related to cannabis.
4. Residence put into place COVID-19 Safety Expectations during the 2020-2021 academic year. These expectations changed throughout the year in response to provincial and university guidance.

### **Documented COVID-19 Safety Expectation Violations:**

Behaviour	Number
Not wearing mask	822
Common room over capacity	517
Physical distancing	381
Guest violation	117
Putting community at risk	116
Hosting gathering that puts community at risk	99
Breach of isolation	6

(these cases were included in the numbers reported under the Residence Community Standards Policy and Breach of Residence Agreement)

# Augustana Community Standards

[Policy Link](#)

**Focus:** Student Non-academic misconduct in residence at Augustana Campus  
**Administered by:** Augustana Residence Life

**Preamble:**

“The purpose of the [Augustana] Residence Community Standards (Community Standards) is to supplement the Code [of Student Behaviour] and Guidelines with specific reference to the rights and responsibilities to be shared by all residents in order to maintain a high standard of cooperative living, tolerance and compromise.” (Augustana Community Standards).

Restorative Practices are used primarily for Community Resolutions and Restorative Meetings. Conversations focus on resident rights and responsibilities, with the option of the Breach of Residence Agreement (contractual) process when restorative practices are not appropriate or unsuccessful.

**Potential outcomes:**

Community resolutions with restorative outcomes

**Notes:**

1. There were a total of 8 Community Resolutions (CRs), involving noise (6), alcohol (1), and inappropriate behaviour (1) .
2. Due to remote teaching, only the ravine residence was in operation, with significantly lower density. Students were assigned to single rooms, many with their own washroom because the adjoining room was empty.
3. Given that the community was spaced out and that the RAs rarely spent time mixing with the residents, RAs did not initiate any CRs themselves but responded to issues of particular concern when other residents raised them.

For the 2020/2021 academic year:	
Outcome	Number
Community Resolution	8

# Code of Student Behaviour

[Policy Link](#)

**Focus:** Student academic and non-academic misconduct  
**Administered by:** Student Conduct & Accountability (SCA)

## Preamble:

The *Code of Student Behaviour* addresses misconduct as defined under the *Code*. It applies to all Students (also as defined under the *Code*). In order for a Student to be sanctioned under the *Code*, a number of conditions must be met:

1. The University must have jurisdiction to act (i.e. there is a “real and substantial link” between the misconduct and “the University, University Activities, the University Community, or University-related Functions.”)
2. It must be established, on a balance of probabilities, that the Student under allegation committed the misconduct at issue; and
3. The misconduct must meet the definition of at least one offence under the *Code*.

Types of misconduct are broadly defined to encompass a variety of behaviours. Because the differences can be significant, the *Code* also defines available sanctions, ranging from a written Reprimand through Expulsion. The Discipline Officers, located in SCA, are responsible to ensure that the severity of the sanction(s) is proportionate and commensurate with the seriousness of the misconduct, taking into account the totality of circumstances in each case.

Behaviours that lead to *Code of Student Behaviour* investigations can also lead to Breach of Residence Agreement and/or *Protocol for Urgent Cases of Disruptive, Threatening, or Violent Conduct*.

Complaints of non-academic misconduct are investigated by UAPS and referred to SCA with recommendations for sanctions.

Academic misconduct complaints start with a report from a course instructor to the Dean (or delegate) of the Faculty in which the course is offered. The Dean makes the initial finding and imposes Minor and/or Intermediate Sanctions. Where Severe Sanctions are warranted, the Dean makes a recommendation to the Discipline Officer.

Any single case can involve multiple offences and/or multiple sanctions.

## Potential outcomes:

Sanctions as defined in the *Code*, including Conduct Probation, Exclusion (partial or total; time-limited or indefinite) Expulsion, Fine, Reprimand, Restitution, Suspension for up to three years and Suspension of specified University Services and Resources (essential or non-essential; time-limited or indefinite).

## Total cases in 2020/21: 30

20 Academic  
 10 Non-academic

Violations <sup>1</sup> considered:		
Plagiarism		3
Cheating 14 total	Unauthorized Source	8
	Misrepresentation	2
	Editorial Assistance	3
	Resubmission	0
	Fabrication	1
Research and Scholarship Misconduct		1
Misrepresentation of Facts for academic advantage		5
Disruption		5
Violations of Safety or Dignity 9 total	Physical/sexual contact	0
	Physical abuse/threats	1
	Creating a condition	5
	Harassment/Sexual harassment	3
	Verbal/written threats	0
Damage to Property		0
Unauthorized use		5
Breach of Rules External to the <i>Code</i>		5

<sup>1</sup> See the *Code of Student Behaviour* for complete definitions of Offences.

Academic Misconduct Faculty Referrals for Severe Sanctions:	
Faculty of Arts	8
Alberta School of Business	2
Augustana Faculty	1
Faculty of Engineering	5
Faculty of Science	3
Faculty of Graduate Studies and Research	1

**Notable trends:**

1. Case numbers dropped by 10% over 2019-20.
2. Recommendations for Severe Sanctions from Deans were relatively steady (20 this year and 19 last year), while non-academic misconduct dropped significantly (10 this year as compared to 14 in 2019/20).
3. Three of the 10 non-academic cases constituted sexual violence, as defined in the Sexual Violence Policy.
4. Fifteen of the students found to have committed academic misconduct had a prior finding under the Code. None of the students with non-academic misconduct cases had a previous violation.
5. No students reported that their offence occurred while they were intoxicated or as a result of being intoxicated.

Sanctions:	
Intermediate sanctions:	
Conduct Probation Conditions <sup>2</sup>	24
Reprimand	1
Severe Sanctions:	
Expulsion	1
Suspension	12
Exclusion	3

<sup>2</sup> A student can have one or more Conduct Probation conditions.

# Protocol for Urgent Cases of Disruptive, Threatening, or Violent Conduct (Protocol 91)

[Policy Link](#)

**Focus:** Safety of the University Community  
**Administered by:** Office of the Dean of Students

## **Preamble:**

The primary purpose of Protocol 91 is to protect and ensure the safety of the University community. It provides a means by which the University can respond to serious incidents and imminent threats in a timely manner. While it applies to all members of the University Community, a team led by the Vice-Provost and Dean of Students addresses cases in which Protocol 91 is invoked for students.

It primarily considers the safety of individuals and/or the community and is not disciplinary. It does not result in findings of responsibility or sanctions. UAPS performs threat or risk assessments which form the basis for decisions and measures taken. When a Protocol stems from behaviour that could also be considered misconduct, UAPS may investigate and proceed with charges under the Code.

## **Potential outcomes:**

Highly personalized responses, including exclusion from University facilities and activities (full or partial), other conditions as necessary to address safety concerns.

## **Notes:**

1. Responses to imminent threats, disruptions or violence must be timely, preferably coming within a day or two of the University becoming aware of an incident or any other concern. Each response is tailored to ensure that it is appropriate and proportionate to the incident at hand.
2. Of the 9 Protocols this academic year, all involved either threats or harm to others, including physical assault, harassment/stalking and other threatening behaviour (to persons or buildings).
3. The Dean of Students may impose multiple conditions, all of which are tailored to the specific situation at hand, including measures that ensure the safety of the community, and help students to realign their conduct with their educational goals.
4. Three of the Protocols began with exclusions from Residences or campus. However, the conditions were reconsidered as each situation evolved. In addition, 1 case with an exclusion from campus from the 2017/18 academic year was amended and the student was allowed to return to campus, with conditions.
5. The number of Protocols was up 28% this year from a total of 7 in the 2019/20 academic year.

For the 2020/2021 academic year:		
Protocol 91 9 total	Restrictions from campus	3
	Other conditions	6

# Sexual Violence Policy

[Policy Link](#)

**Focus:** Support for those who have experienced sexual violence  
**Administered (for students) by:** Office of the Dean of Students

The *Sexual Violence Policy* was approved by GFC on June 23, 2017. It complements the existing disciplinary processes (the *Code* for students) by committing to support those who have experienced sexual violence. It distinguishes between a Disclosure (that is, disclosing and incident of sexual violence) and a Complaint (a disclosure for the purpose of initiating an investigation for charges/sanctions under University policy or collective agreements). It recognizes that making a Complaint is one of many options for those who have experienced sexual violence, and provides a range of other options, supports and resources.

Should a Complaint be made, it is routed through the relevant disciplinary process/policy. Under the *Sexual Violence Policy*, the Office of the Dean of Students can support those who have experienced sexual violence by offering Modifications (for those who have experienced sexual violence) or Interim Measures (non-disciplinary measures for the student under allegation). In addition, the Office of the Dean of Students provides support to the student named as having committed sexual violence, and works with them to identify potential voluntary measures they may be willing to undertake.

### **Potential outcomes:**

Modifications for those who have disclosed experiences of sexual violence, voluntary or interim measures for person named as having committed the sexual violence.

*Modifications* can be provided by any University unit (e.g. Residence Services, Faculties, individual professors, etc.). This report refers only to those modifications provided by the Office of the Dean of Students. Examples include: assistance with deferring exams or assignments, assistance changing classes or residence rooms.

*Interim measures* are non-disciplinary measures applied by the Dean of Students. Where the measures affect a student's program, every effort is made to accommodate the academic needs of those under conditions. Examples include: non-contact orders, or instructions on where or when to move through certain areas of campus.

Examples of *Voluntary measures*: agreement not to contact the person who disclosed, or agreement to avoid certain areas.

### For the 2020/2021 academic year:

Disclosures	30
Modifications	19
Interim Measures	9
Voluntary Measures	1
Safe House usage	19

### **Notes:**

1. The *Sexual Violence Policy* explicitly states that students can receive support and resources without making a Complaint under one of the University's disciplinary processes.
2. The numbers above reflect only Disclosures to the Office of the Dean of Students in which additional supports or modifications were sought. They are not indicative of the overall incidence of sexual violence in our community.
3. Disclosures to the DoS have decreased by 38% compared to the 2019/20 academic year. It should be noted that the decrease in students living on campus may have impacted the number of disclosures, as students in residence have made up a significant proportion of individuals disclosing sexual violence in previous years. Despite the decrease in disclosures of sexual violence, there was an increase in the number of survivors requesting modifications under the Sexual Violence Policy.
4. Safe House is the university's emergency housing program that is jointly operated by the Dean of Students Office and Residence Services. Students are eligible for Safe House if they meet any of the following criteria:
  - 1) are experiencing an immediate personal safety risk (i.e. emotional, physical, and/or sexual harm),
  - 2) facing intolerable living conditions, or
  - 3) are financially destitute.Safe House usage declined and demand slightly decreased after the transition to remote learning in March but has returned to steady use by August.

# Student Groups Procedure

[Policy Link](#)

**Focus:** Relationship between Student Groups and the University  
**Administered by:** Office of the Dean of Students

Student Groups that are recognized by the Dean of Students enjoy a number of benefits, including the ability to use University facilities, use of the institutional liquor license and permission for gaming events, use of the University's name and insignia, exclusive use of the Group's name on campus, ability to rent University space and equipment, and ability to solicit membership on campus. This is not a disciplinary procedure; student groups not recognized by the Dean of Students are free to exist and associate, however, they do not have access to the same benefits.

In exchange for these benefits, a Student Group is expected to live up to the responsibilities outlined in the Procedure. In terms of the conduct of the Group, the Dean of Students has the authority to deny, revoke, or temporarily suspend a Student Group's recognition when:

- Their stated objectives or activities or the manner of carrying out their activities expose the University to unacceptable risk, or warrant justifiable complaints under University policy or municipal, provincial, or federal law;
- They engage in hazing, create an unacceptable risk to persons, property or reputation; or
- The group tolerates, allows or encourages members or its executive to violate the *Code* when acting on behalf of or representing the Student Group.

***For the 2020/2021 academic year:***

No Student Group had its recognition revoked.



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

<b>Agenda Title</b>	<b>Annual Report of Appeals and Compliance Officer (2020 – 2021)</b>
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**Item**

Proposed by	Michael Peterson, Appeals and Compliance Officer, University Governance
Presenter	Michael Peterson, Appeals and Compliance Officer, University Governance

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To provide committee members with an annual report of statistical information on discipline cases, as required by GFC policy.
Executive Summary ( <i>outline the specific item – and remember your audience</i> )	<p>The Annual Report provides information about discipline decisions and the appeal processes under the <i>Code of Student Behaviour, Code of Applicant Behaviour, Academic Appeals Policy</i> and <i>Practicum Intervention Policy</i>. This information is provided to GFC (through SCPC/Executive/GFC) and the Board of Governors (through BLRSEC) as discipline decisions and appeal decisions fall under the authority of the GFC and the Board, and have been delegated by those governing bodies to the appropriate decision makers (Deans, Discipline Officers, UAB and GFC AAC) within the university. The information provided informs the GFC and the Board, in their oversight role, as to how their delegated authority has been carried out.</p> <p>The 2020-2021 statistics show an increase in the number of appeals compared to the previous year. There was also a corresponding increase in the number of discipline decision cases decided by Deans and Discipline Officers across the university, with the majority of those decisions involving the academic offences of cheating and plagiarism. The statistics also include appeal outcomes, but caution should be used before extrapolating any trends. The sample size is small and each case was decided on its own unique merits, so that the statistics provide a snapshot of outcomes for these particular cases heard and decided.</p>
Supplementary Notes and context	<i>&lt;This section is for use by University Governance only to outline governance process.&gt;</i>

**Engagement and Routing** (Include proposed plan)

Consultation and Stakeholder Participation	<ul style="list-style-type: none"> <li>• GFC Student Conduct Policy Committee, October 21, 2021 (for discussion);</li> <li>• GFC Executive Committee, January 10, 2022 (for discussion);</li> <li>• General Faculties Council, January 31, 2022 (for information);</li> <li>• Board Learning, Research &amp; Student Experience Committee, March 12, 2022 (for information)</li> </ul>
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**Strategic Alignment**

Alignment with <i>For the Public Good</i>	<b>OBJECTIVE 21:</b> Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable
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Item No. 10

	<p>students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p> <p>Strategy i: Encourage transparency and improve communication across the university through clear consultation and decision-making processes, substantive and timely communication of information, and access to shared, reliable institutional data.</p> <p>Strategy ii: Ensure that individual and institutional annual review processes align with and support key institutional strategic goals.</p>			
<p>Alignment with Institutional Risk Indicator</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0" data-bbox="570 632 1539 842"> <tr> <td data-bbox="570 632 1089 842"> <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         </td> <td data-bbox="1089 632 1539 842"> <input type="checkbox"/> Relationship with Stakeholders  <input checked="" type="checkbox"/> Reputation  <input type="checkbox"/> Research Enterprise  <input type="checkbox"/> Safety  <input checked="" type="checkbox"/> Student Success         </td> </tr> </table>		<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 type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
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<p>Legislative Compliance and jurisdiction</p>	<p><i>Post Secondary Learning Act (PSLA)</i>            GFC SCPC Terms of Reference            GFC Executive Terms of Reference            GFC Terms of Reference            Board Learning, Research &amp; Student Experience Committee (BLRSEC) Terms of Reference</p>			

Attachments

1. Annual Report of the Appeals and Compliance Officer (2020 – 2021) (pages 1 - 4)
2. Statistical Attachments (pages 1 - 10)

*Prepared by:* Michael Peterson, Appeals and Compliance Officer, University Governance

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**ANNUAL REPORT OF APPEALS AND COMPLIANCE OFFICER**  
**(INCLUDING UNIVERSITY DISCIPLINE STATISTICS)**  
**2020 – 2021**

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### Scope

This report covers the period of July 1, 2020 to June 30, 2021. Statistics for previous years are also included for comparison.

This report provides information about discipline decisions and the appeal process under the Code of Student Behaviour (COSB) and the Code of Applicant Behaviour (COAB), with a focus on the university appeal level of the University Appeal Board (UAB). This report also provides information for two other university-level appeal bodies, the General Faculties Council Academic Appeals Committee (GFC AAC) and the General Faculties Council Practice Review Board (GFC PRB).

### Role of the Appeals Coordinator

Working as the Appeals and Compliance Officer in University Governance, I carry out the role of the Appeals Coordinator under the COSB, COAB, University of Alberta Academic Appeals Policy and University of Alberta Practicum Intervention Policy for the UAB, GFC AAC and GFC PRB. In this role I am neutral and do not advocate for either party in an appeal. I facilitate or administer the appeal process steps from the time an appeal is received, through the hearing and decision made by an appeal panel, to distribution of the written decision. I also provide procedural information to the parties to an appeal and to the appeal panel throughout the appeal process.

Apart from individual appeals, I oversee the administration of the university-level student appeal system to ensure that the university continues to implement a fair process by which to address appeals. This includes helping to educate panel members as to the framework within which they work when hearing appeals and helping the university community understand that framework.

### University-Level Student Appeal Process

The university-level student appeal system is made up of three appeal bodies – the UAB, the GFC AAC and the GFC PRB.

Discipline decisions arise as a result of a student being charged with an offence (academic and/or non-academic) under the COSB or COAB. When the appropriate decision-maker has made a final decision finding an offence and imposing a sanction, the parties to that decision have a final appeal to the UAB.

The UAB generally hears appeals from students charged under the COSB or COAB who disagree with the discipline decisions. UAB decisions are final and binding, within the university, subject to application for judicial review. Under the COSB (and the COAB) the UAB has the broad authority to determine whether an offence was committed and to confirm, vary or quash sanctions imposed.

Under the Academic Appeals Policy, academic standing issues are heard by the GFC AAC. The GFC AAC hears appeals from students wishing to appeal faculty decisions on matters of academic standing, including matters such as a requirement to withdraw, denial of graduation or promotion. The GFC AAC hears appeals from students after they have exhausted all other avenues of appeal within a faculty. GFC AAC decisions are final and binding, within the university, subject to application for judicial review. The authority of the GFC AAC is to uphold (and award any remedy not contrary to faculty rules) or deny an appeal depending upon whether it finds a miscarriage of justice, as defined by the Academic Appeals Policy, occurred within the faculty process.

Under the Practicum Intervention Policy, appeals concerning practicum interventions are heard by the GFC PRB. The GFC PRB's decisions are final and binding, within the university, subject to application for judicial review.

### Principles of the Appeal Process

Appeals at the university level deal with complex issues affecting students, faculties and the university as a whole. Given this impact, and the fact that this final level of appeal is the last opportunity for issues to be heard within the university, it is very important that the appeal process is fair and perceived to be fair. Coming to decisions through a fair process promotes confidence in those decisions by the parties and the appeal panels themselves. Being the final level of appeal, the decisions or process may also be subject to judicial scrutiny.

The authority of the appeal bodies (UAB/GFC AAC/GFC PRB) flows from the powers delegated under the *Post-Secondary Learning Act*. The appeal bodies carry out their authority as outlined in the applicable university appeal policy, in keeping with the principles of administrative fairness. The principles of administrative fairness are the basis for our appeals policies, help us to interpret those policies and provide the framework within which our appeal panels make decisions.

The structured steps of our appeals processes recognize the impact and finality of these decisions and ensure the opportunity for parties to an appeal to make their best cases and be fully heard. The appeals process has been designed to enable students and university decision-makers to be heard through presenting their arguments and evidence to an objective panel coming from the university community. At its core, our appeals system involves the parties fully making their cases in writing and knowing the case of the other side before an appeal hearing takes place, then appearing at a hearing where they are able to present their information, subject to questioning, before an objective appeal panel. (The UAB process also allows for the option of a paper-only or documentary review hearing, rather than an in-person hearing, when only the severity of sanction, and not the offence, is being appealed.) The appeal panel then considers and weighs all of the evidence and comes to a decision, which it explains to the parties in writing. If any process issues or requests arise before or during a hearing, the appeal panel chair

(sometimes with the full appeal panel) decides how to fairly address the issues, keeping in mind the relevant appeals policy and the principles of administrative fairness, including the goal to provide for a full and fair hearing.

### Appeal Panel Membership

The university-level student appeal panels are made up of volunteer panel members from the university community. While the exact makeup of a panel depends on the applicable appeal policy, generally the panels are a combination of undergraduate/graduate students and academic staff selected from the university's appeal panel membership lists. (Membership is determined by an application process and ultimately by approval of applicants by GFC.) Appeal panel members come from the greatest possible variety of faculties and the broadest possible representation of the university community. For objectivity, no appeal panel member may sit on an appeal involving a party from their faculty. Appeal hearings are scheduled throughout the academic year, including summer, mostly in evenings around academic schedules. Student panel members usually serve for terms of two years, while academic staff panel members usually serve for terms of three years (with the possibility of serving additional terms). The number of appeals heard by individual panel members depends on the number of appeals received and the faculties involved.

In addition to their understanding of the university environment through their experience as students (both undergraduate and graduate) and academic staff, our panel members are provided ongoing training, including understanding the principles of administrative fairness within which their tribunals operate. This helps to ensure that, as discussed above, the appeal process is a fair one.

The service of appeal panel members is a significant commitment, including considering and addressing procedural issues arising before and during hearings, conducting hearings, deliberating and drafting written reasons for decisions. All of our panel members recognize the need to objectively hear cases, analyze and weigh evidence, then come to reasonable decisions based on that evidence. Part of my role is to ensure that appeal panels have all the needed resources to perform their role. I thank all of our appeal panel members for their commitment and service to our university community. Their work is a very important contribution to fostering and maintaining the values of the university, for all members of our community.

### Appeal / Discipline Decision Statistics

In conjunction with administering appeals, my office collects and maintains the statistics from every discipline decision made at the university under the COSB and COAB.

Looking at the attached statistics, this year saw a significant increase in the number of appeals compared to the previous year. Compared to the previous year, 2020-2021 also saw a corresponding increase in the number of discipline decision cases decided by Deans and Discipline Officers across the university, with the majority of those decisions involving the academic offences of cheating and plagiarism. Although not statistically tracked, a significant number of appeals are received from international students.

While the provided statistics include general outcomes of the appeals heard, caution should be used before considering any trends from these outcomes. The sample size is small and each case was decided on its own

unique merits, with the resulting statistics providing simply a snapshot of the outcomes for those particular cases heard and decided.

Lastly, I note that 2020-2021 took place in the context of the COVID-19 pandemic and the university's move to a remote environment.

Attachment 2.0: Statistics for University-Level Student Appeal Processes and University-Wide Discipline Decisions

**[Statistics based upon year of appeal deadline.]**



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Michael Peterson

Appeals and Compliance Officer

University Governance, University of Alberta

October 14, 2021

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**Number of Appeals Received**

*Figure 1*..... Page 2

**Disposition of Appeals**

*Figure 2 UAB*..... Page 3

*Figure 3 GFC AAC*..... Page 4

*Figure 4 GFC PRB*..... Page 4

**Total Discipline Decision Cases under COSB Decided by Deans and Discipline Officers**

*Figure 5*..... Page 5

**Category of Sanction by Decision Maker under COSB**

*Figure 6*..... Page 5

**COSB and COAB Discipline Decisions**

*Figure 7*..... Page 6

*Figure 8*..... Page 6

**Cases Reviewed under COSB and COAB**

*Figure 9*..... Page 7

*Figure 10*..... Page 7

**Charge Count by Category of Sanction and Decision Maker under COSB**

*Figure 11*..... Page 8

**Case Count by Category of Sanction and Decision Maker under COSB**

*Figure 12*..... Page 9

**Charge and Case Count by Category of Sanction and Decision Maker under COAB**

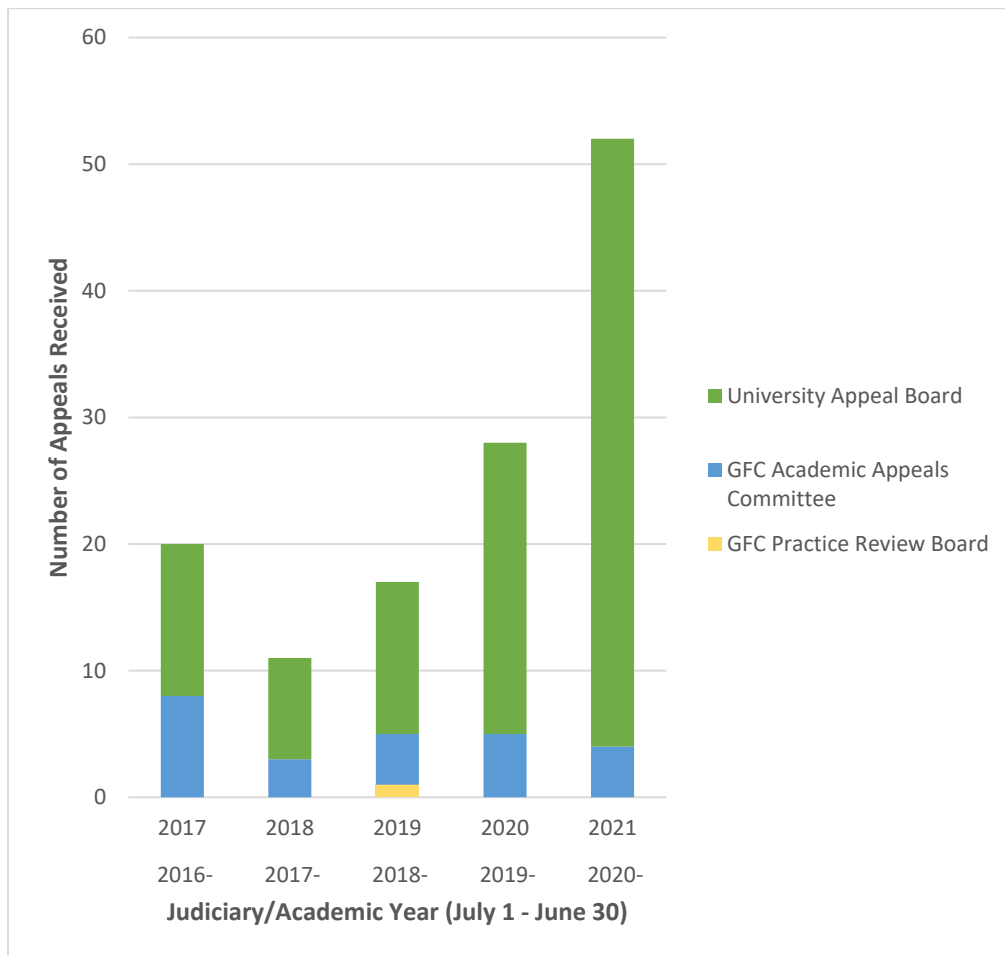
*Figure 13*..... Page 10

*Figure 14*..... Page 10

**Figure 1**

**Number of Appeals Received by University Governance**

Judiciary/Academic Year (July 1 - June 30)	2016- 2017	2017- 2018	2018- 2019	2019- 2020	2020- 2021
University Appeal Board	12	8	12	23	48
GFC Academic Appeals Committee	8	3	4	5	4
GFC Practice Review Board	0	0	1	0	0
<b>TOTAL NUMBER OF APPEALS</b>	<b>20</b>	<b>11</b>	<b>17</b>	<b>28</b>	<b>52</b>



**Notes:**

- These numbers reflect the number of appeal cases.
- An appeal case can include more than one offence and a student can appeal the offence(s), severity of sanction(s), or both the offence(s) and severity of sanction(s).



**Figure 2**

**UAB Disposition of Appeals  
July 1, 2020 to June 30, 2021**

Appeal Upheld	6
Appeal Denied	33
Appeal in Progress (Undetermined)	3
Appeal Withdrawn	6
<b>Total Appeal Cases</b>	<b>48</b>

Sanction Increased	8
Sanction Decreased	4
Sanction Timing Varied	0

- As students can be charged with and appeal more than one offence, and because appeals may concern the offence(s), severity of sanction(s), or both, the total number of appeal cases and how sanctions were addressed will not necessarily match.
- If sanctions were not increased/decreased/timing varied, the sanctions were confirmed and stayed the same; if the offence appeal was upheld, there were no sanctions.
- The Governance discipline database does not track the disposition of appeals by issue i.e. it cannot track disposition by the multiple issues of offence(s) and/or severity of sanction(s). If an appeal is upheld on any one issue, it is categorized as "Appeal Upheld". To provide the most accurate picture, I have calculated the disposition of appeals by issue as follows:

Issues of Appeal	Appeal Upheld	Appeal Denied
Offence(s)	2	8
Severity of Sanction(s)	4	33

**Figure 3**

**GFC AAC Disposition of Appeals  
July 1, 2020 to June 30, 2021**

Appeal Upheld	1
Appeal Denied	1
Returned to Faculty	0
Taken Back by Faculty	0
Appeal Withdrawn	0
Appeal in Progress	2
<b>Total Appeals</b>	<b>4</b>

- “Returned to Faculty” means the GFC AAC decided at the appeal hearing to return the matter to the Faculty Academic Appeals Committee for re-hearing, based upon new evidence being introduced at the appeal hearing.
- “Taken Back by Faculty” means the student provided new information as part of the appeal and, before the GFC AAC hearing, the Faculty chose to reconsider the matter at the Faculty level.

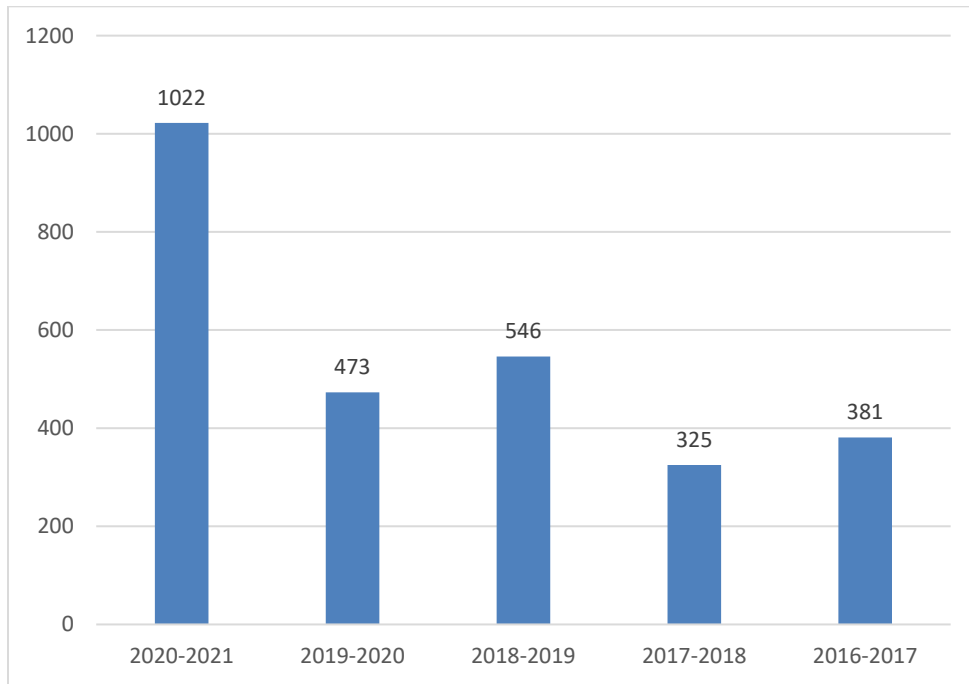
**Figure 4**

**GFC PRB Disposition of Appeals  
July 1, 2020 to June 30, 2021**

Appeal Upheld	0
Appeal Denied	0
<b>Total Appeals</b>	<b>0</b>

**Figure 5**

**Total Discipline Decision Cases under COSB Decided by Deans and Discipline Officers**



**Figure 6**

**Category of Sanction by Decision Maker under COSB  
July 1, 2020 to June 30, 2021**

Sanction Type Description	Count	Final Decision By
Exclusion	4	Discipline Officer
Less Than Suspension or Expulsion	991	Dean
Less Than Suspension or Expulsion	14	Discipline Officer
Less Than Suspension or Expulsion	37	UAB
Suspension or Expulsion	13	Discipline Officer
Suspension or Expulsion	2	UAB

**Figure 7**

**COSB Discipline Decisions  
July 1, 2020 to June 30, 2021**

<b>Charge/Offence Description</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>GS N/A</b>	<b>N/A</b>	<b>N/A Applicant</b>
Cheating	435	184	70	47	3	10	38	
Misrepresentation of Facts	12	5	3	8	1	7		
Participation in an Offence	15	6	4	5	1	3		
Plagiarism	100	64	48	33	3	22	6	
Inappropriate Behaviour in Professional Programs	1		1	3		1		
Misuse of Confidential Materials	42	18	8	4	1		9	
Breach of Rules External to the Code	1			2				
Damage to Property							1	
Unauthorized Use of Facilities, Equipment, Materials, Services or Resources	1			2				
Violations of Safety or Dignity	3	2		4		1	1	

- Columns 1 through 5 refer to year of program of student when offence occurred.
- GS N/A refers to graduate student not applicable (i.e. no program year).
- N/A students are students in Open Studies, Faculty of Extension, Visiting Students, Previous Students and Special Students.
- N/A applicant refers to students reapplying who have been charged with offence re application; do not have a year of program.
- A student can be charged with more than one offence, so charges and case numbers will differ.

**Figure 8**

**COAB Discipline Decisions  
July 1, 2020 to June 30, 2021**

<b>Charge Description</b>	<b>COAB Applicants</b>
Misrepresentation of Facts	1

**Figure 9**

**Cases Reviewed by Deans, University of Alberta Protective Services,  
Discipline Officers, Registrar, and the UAB under COSB  
July 1, 2020 – June 30, 2021**

<b>Decision Maker</b>	<b>Forwarded By</b>	<b>Count</b>
Dean	Not Applicable	991
Discipline Officer	Dean	19
	UAPS	12
UAB	Not Applicable	39

- In all cases where a sanction of suspension or expulsion has been recommended by a Dean the case goes to the Discipline Officer for review and adjudication.

**Figure 10**

**Cases Reviewed under COAB  
July 1, 2020 – June 30, 2021**

<b>Decision Maker</b>	<b>Forwarded By</b>	<b>Count</b>
Registrar	Not Applicable	1

**Figure 11**

**Charge Count by Category of Sanction and Decision Maker under COSB  
July 1, 2020 – June 30, 2021**

Decision Maker	Less Than Suspension or Expulsion	Suspension or Expulsion	Exclusion	UAB dismissed charge
Agricultural, Life and Environmental Sciences	22			
Arts	142	5		1
Augustana	42	1		
Business	44			1
Education	1			
Engineering	229	12		
Extension	18			
Faculte Saint-Jean	11			
Graduate Studies and Research	1	1		
Kinesiology, Sport, and Recreation	1			
Law	1			
Medicine and Dentistry	4			
Nursing	11			
Rehabilitation Medicine	4			
Science	667	3		
UAPS	9	2	4	

**Figure 12**

**Case Count by Category of Sanction and Decision Maker under COSB  
July 1, 2020 – June 30, 2021**

<b>Decision Maker</b>	<b>Less Than Suspension or Expulsion</b>	<b>Suspension or Expulsion</b>	<b>Exclusion</b>	<b>UAB dismissed charge</b>
Agricultural, Life and Environmental Sciences	22			
Arts	123	5		1
Augustana	42	1		
Business	44			1
Education	1			
Engineering	199	4		
Extension	18			
Faculte Saint-Jean	11			
Graduate Studies and Research	1	1		
Kinesiology, Sport, and Recreation	1			
Law	1			
Medicine and Dentistry	4			
Nursing	10			
Rehabilitation Medicine	4			
Science	554	3		
UAPS	7	1	4	

**Figure 13**

**Charge Count by Category of Sanction and Decision Maker under COAB  
July 1, 2020 – June 30, 2021**

Decision Maker	COAB - Refuse Application up to 5 years
Registrar's Office	1

**Figure 14**

**Case Count by Category of Sanction and Decision Maker under COAB  
July 1, 2020 – June 30, 2021**

Decision Maker	COAB - Refuse Application up to 5 years
Registrar's Office	1





**Office of the Provost and Vice-President  
(Academic)**

Prepared by: Logan Mardhani-Bayne, Strategic  
Development Manager

## **Supplementary Information on UAT/College Metrics**

### **Background**

In December 2021, administration presented the Academic Planning Committee (APC) with a set of metrics for the University of Alberta of Tomorrow (UAT) and College Model implementation, addressing financial performance, quality of shared services, and interdisciplinarity. APC requested additional background on the development of the metrics and their evolution since last presented to the Board of Governors approval in June 2021.

### **Development of the UAT metrics**

The Board of Governors approved the creation of the three colleges in December 2020, with a requirement for performance reporting on financial impacts, shared services, and interdisciplinarity.

In June 2021, the Board considered an initial set of performance metrics:

- Financial performance: the annualized cost related to administrative staff and academic leader salaries and benefits (on an FTE basis), to be tracked separately with their sum intended to meet a reduction target of \$29M over the fiscal year ending March 31, 2022
- Quality of shared services: through a regular survey of key stakeholders, shared service quality to be monitored through standardized questions using a 5 point scale, administered to faculty, staff and students;
- Interdisciplinarity: more appropriately assessed through qualitative means and narrative and is perhaps better assessed at the 18 month review rather than on a month by month basis.

Since June, further development of the performance metrics has been informed by the implementation of SET and the shared service centres, as well as the college strategic planning process, led by the college deans in conjunction with their respective Councils of Deans. Development has also been informed by the university's projections for future enrolment growth. Through these processes, administration has continued to refine its approach to metrics to meet the goals articulated by the Board.

### **Rationale for changes to metrics since June 2021**

#### Financial performance

As presented in December 2021, the financial performance metric has been adapted to comprise the following three related measures:

- Change in ratio of administrative staff at Colleges relative to Faculties on a per student basis. This measure will demonstrate overall administrative savings achieved through the College model through the reduction of administrative staff counts.
- Change in ratio of academic leaders within the Colleges to academic leaders within the Faculties.
- Difference between the cost of delivery of functions by the Colleges relative to Faculties, using 2018 as a baseline. This measure can be reported on a staff headcount basis, and can be monitored quarterly.

The rationale for these changes is as follows:

- The financial metric proposed in June had the following limitations:
  - Expense reporting is tracked on a fiscal year basis, while the implementation of key components of academic restructuring is based on the academic year. This presents a challenge for attributing expense changes to model implementation.
  - The original metric would only capture overall reductions, and was not sufficiently nuanced to capture the organizational impact of the new model (i.e., understanding the pace and impact of consolidations at the college level).
  - Over multiple years, the original metric would not allow the university to distinguish between reductions due to efficiency of the organizational model (consolidation of administrative functions in the colleges) and increases to respond to projected enrolment growth.
- The approach presented in December 2021 had the following advantages:
  - A ratio-based measure -- for both administrative staff and leadership roles -- provides a clear picture of the consolidation of administrative resources in the colleges, while normalizing the figures on a per-student basis controls for impacts that are due to enrolment growth.
  - The measure proposed for cost of delivery of functions will capture the overall reduction in resources devoted to specific administrative areas (e.g., human resources). Staff headcount numbers can be reported at frequent intervals, supplemented annually by UniForum data.
  - In aggregate, the three financial measures present a complete picture of both organizational consolidation and overall resource reductions.

### Quality of shared services

The approach outlined in June (a survey-based evaluation of user satisfaction) has been augmented by UniForum data and a Leadership Survey to allow for a more robust evaluation. The satisfaction survey is slated for implementation in the fourth quarter of the current fiscal year.

### Interdisciplinarity

As noted in the December 2021 GES, the measurement approach for interdisciplinarity is still under development through the college planning process. The colleges are exploring supplementing qualitative reporting with quantitative measures that could include, for example, the number of research applications with PIs/co-PIs from different Departments, Faculties and/or Colleges; the size of research applications with PIs/co-PIs from different Departments, Faculties and/or Colleges; the number of organizations that have UA student placements through WIL from more than one program; the number of community engagement activities involve PIs from more than one program; and the number of interdisciplinary programs (degrees, certificates, micro-credentials) initiated.

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

<b>Agenda Title</b>	Reapportionment of General Faculties Council
---------------------	----------------------------------------------

**Item**

Proposed by	Kate Peters, Secretary to General Faculties Council (GFC)
Presenter	Kate Peters, Secretary to GFC

**Details**

Office of Administrative Responsibility	University Governance
The Purpose of the Proposal is (please be specific)	To inform GFC on the Reapportionment of GFC completed by the GFC Secretary as directed by the GFC Reapportionment procedure and in compliance with the <i>Post-Secondary Learning Act (PLSA)</i> sections 23 & 24.
Executive Summary (outline the specific item – and remember your audience)	<p><b>Background</b>          Reapportionment of GFC is conducted according to the GFC-approved Reapportionment Procedure and normally occurs every three years except when there has been a significant shift in faculty or student numbers or a change to the number of members on GFC by virtue of their office. Due to delays resulting from COVID and restructuring in University Governance, Reapportionment was last conducted in 2017.</p> <p>The combining of the roles of Vice-President (Advancement) and Vice-President (University Relations) in Summer, 2020 into a single portfolio led by the Vice-President (External Relations), meant a change from 27 to 26 members by virtue of their office. In addition to this change, the move of faculty members from the Faculty of Extension to other faculties has meant they no longer meet the criteria as set out in the Reapportionment procedure of having a minimum of “six full-time faculty members” to hold a seat on GFC.</p> <p><b>How Seats Are Reapportioned</b>          Section 23 &amp; 24 of the <i>Post-Secondary Learning Act</i> and the Reapportionment Procedure govern the apportionment of seats on GFC.</p> <p>The number of persons who are members of General Faculties by “virtue of their offices” is set out in section 23(a) and includes the president, vice-presidents, faculty deans, chief librarian, and the registrar. These members are indicated as “statutory <i>ex officio</i>” in the GFC Terms of Reference</p> <p>In section 24(2)(a) the <i>PSLA</i> states that the number of elected faculty members on GFC “shall be twice the number of persons who are members of the general faculties council by virtue of their offices”.</p> <p>As per section (25) of the <i>PSLA</i>, GFC may appoint additional members to GFC. In 1971, GFC determined there would be an equivalent number of students to elected faculty members. These student members are divided roughly proportionately between undergraduate and graduate seats.</p> <p>Also as per section 25 of the <i>PSLA</i>, GFC has appointed 24 other members to GFC including several members who serve because of their role such as the Dean of Students, the President of AASUA, the President of St</p>

## Item No. 15D

Joseph's College, the Principal of St. Stephen's College; and in September 2021, the College Deans.

GFC's reapportionment procedure requires that any Faculty or School with at least six faculty members be given one seat on GFC. Faculties without a minimum of six shall not hold a seat.

To reapportion the statutory elected faculty seats amongst all the Faculties, the *Act* provides for a proportional/representation-by-population system. The Reapportionment Procedure states that Undergraduate student seats are reapportioned in the same manner. The Procedure is silent on the reapportionment of appointed graduate student seats.

To conduct apportionment of GFC, the number of full time members of the academic staff in each of the Faculties were supplied by Strategic Analysis and Data Warehousing; data on undergraduate students in each of the Faculties were provided by the Office of the Registrar; and the number of graduate students was provided by the Faculty of Graduate Studies and Research (FGSR).

**Changes in Seats on GFC**

*Members by Virtue of Their Office:* The change to the Vice-Presidential roles means the total number under this category changes from 27 to 26 members.

*Elected Faculty:* The total number changes from 54 to 52 to ensure there are twice as many members as those by virtue of their office. The Faculty of Extension loses their seat because they no longer have six faculty members, the Faculty of Medicine and Dentistry (FoMD) will lose one seat going from 16 to 15 seats. As set out in the *PSLA*, the number of seats held by FoMD remains in proportion to the total number of elected faculty seats (15/52 or 29%). This aligns with their proportion of the total number of full-time academic staff for all faculties (31%).

*Appointed Undergraduate Students:* The total number of appointed elected undergraduate seats changes from 40 to 39 with one of the two seats held for undergraduate students from the Faculty of Nursing removed. The total number of undergraduate seats remains in proportion to the total number of student seats in comparison to the total student body.

*Appointed Graduate Students:* The total number of graduate seats changes from 14 to 13 which remains in proportion to the total student body.

All of these changes are reflected in Attachment 1 effective May 1, 2022 for students and July 1, 2022 for elected faculty members.

**Next Steps**

The GFC Terms of Reference will need to be revised to reflect the changes to membership. They are up for review in 2022 and the changes will be made as a part of that process. In addition, the Apportionment procedure has not been revised in a number of years and should be reviewed and revised to update references to the *PSLA*. This work will be started by the GFC Executive Governance and Procedural Oversight Committee (Exec-GPO) in spring, 2022.

## Item No. 15D

Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>
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**Engagement and Routing** (Include proposed plan)

Consultation and Stakeholder Participation	Include information about your consultation and stakeholder participation process <For further information see the link posted on the <a href="#">Governance Resources section Student Participation Protocol</a> >
--------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**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.	
	<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 checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	GFC Terms of Reference GFC Reapportionment Procedure PSLA Sections 23 & 24	

Attachments (each to be numbered 1 - &lt;&gt;)

1. Reapportionment 2022 (1 page)
2. Reapportionment Procedure (pages 1-2)

 Prepared by: Kate Peters, Secretary to GFC, [peters3@ualberta.ca](mailto:peters3@ualberta.ca)

GENERAL FACULTIES COUNCIL COMPOSITION						
Effective May 1, 2022 for Appointed Students, July 1, 2022 for Elected Faculty						
	Statutory Ex Officio	Statutory Elected Faculty	Statutory Students	Appointed	Appointed Undergrad Students	Appointed Graduate Students At-Large
President	1					
Provost and Vice-President (Academic)	1					
Vice-President (External Relations)	1					
Vice-President (Facilities & Operations)	1					
Vice-President (Research & Innovation)	1					
Vice-President (University Services & Finance)	1					
Registrar	1					
Chief Librarian	1					
Agricultural, Life & Environmental Sciences	1	3			2	
Arts	1	8			8	
Augustana	1	1			1	
Business	1	2			3	
Education	1	3			4	
Engineering	1	5			6	
Extension	1	0				
Graduate Studies and Research	1					13
Law	1	1			1	
Medicine & Dentistry	1	15			1	
Native Studies	1	1			1	
Nursing	1	1			1	
Pharmacy and Pharm Sciences	1	1			1	
Kinesiology, Sport, and Recreation	1	1			1	
Public Health	1	1				
Rehabilitation Medicine	1	1				
Saint-Jean	1	1			1	
Science	1	7			8	
Graduate Students' Association			1			
Students' Union			2			
Dean of Students				1		
AASUA				1		
Academic Staff (APO/FSO) Representative				1		
Management and Professional Staff (MAPS) Representative				1		
Post-Doctoral Fellow Representative				1		
Board of Governors Representative				6		
University Library Academic Staff Representative				3		
Non-Academic Staff (up to 1 non-NASA)				2		
Academic Teaching Staff (ATS) Representative				2		
Academic Dean, St. Joseph's College				1		
Principal, St. Stephen's College				1		
Chairs' Council Representative				1		
College Deans				3		
<b>TOTALS</b>	<b>26</b>	<b>52</b>	3	24	<b>39</b>	<b>13</b>
<b>TOTAL MEMBERSHIP</b>						<b>157</b>

## REAPPORTIONMENT OF GENERAL FACULTIES COUNCIL (GFC)

### INTRODUCTION

Sections 23 and 24 of the *Post-Secondary Learning Act (PSLA)* and General Faculties Council's (GFC's) own Terms of Reference govern the apportionment of faculty seats on GFC. The Secretary to GFC is directed to determine the number of members that may be elected by each Faculty which, so far as is reasonably possible, shall be in the same proportion to the total number of elected faculty members as the number of faculty members in each Faculty is to the total number of elected members in all the Faculties. It is, in effect, a "representation-by-population" system.

Undergraduate seats are apportioned in like manner.

In accordance with GFC regulations, Faculties with at least six (6) full-time faculty members must have a representative on GFC. In accordance with practice, all Faculties have at least one undergraduate student representative.

### DETAIL

1. In accord with policy approved by GFC, reapportionment is normally done once every three (3) years:

*GFC Terms of Reference*

*Section 2:*

**"Reapportionment**

On the direction of the General Faculties Council, from time to time the registrar [see below] shall

a. establish the total number of elected members to be on the general faculties council, which shall be twice the number of persons who are members of the general faculties council by virtue of their offices, and

b. determine and assign to each faculty and school the number of members that may be elected by that faculty or school, which so far as is reasonably possible shall be in the same proportion to the total number of elected members as the number of full time members of the academic staff of the faculty or school is to the total number of full time members of the academic staff of all the faculties and schools. (PSLA Section 24(2))

Responsibility for the reapportionment of GFC in practice resides with the Secretary to GFC.

Reapportionment of seats on GFC shall be completed every third year except when there has been a significant shift in faculty or student numbers or a change to the *ex officio* seats on GFC.(EXEC 13 FEB 1995)

There shall be at least one elected representative for every Faculty with a full-time instructional staff of 6 or more. (GFC 29 APR 1966)"



I.D	Date of Decision	Body	Authority	Delegated (Yes/No) Method	Orders/Motions	Date of Communication	Stakeholders Communicated To	Notes
1.	March 13, 2020	President and Vice Chancellor	S. 62 - <a href="#">Post-Secondary Learning Act (PSLA)</a>	<ul style="list-style-type: none"> <li>Yes</li> <li>Executive Position Description (Approved by the Board)</li> </ul>	<ul style="list-style-type: none"> <li>As of March 13, through the weekend of March 14 to March 15, all in-person classes and in-person midterm exams are suspended.</li> <li>On Monday, March 16, all in-person, online and alternate delivery classes and exams are suspended to allow time for preparation for all in-person instruction to move on-line.</li> <li>All in-person instruction will move online for the remainder of the winter 2020 term beginning Tuesday, March 17.</li> <li>No final exams for winter 2020 will be conducted in-person. Exams will instead be delivered in alternate formats.</li> </ul>	March 13, 2020	<ul style="list-style-type: none"> <li>Faculty</li> <li>Staff</li> <li>Employees</li> <li>Students</li> </ul>	Specific Delegation: Exercises, under delegated authority from the Board of Governors, the authority to act in extraordinary and/or emergency circumstances. :
2.	March 16, 2020	General Faculties Council Executive Committee	S. 26 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>Yes</li> <li>4.1 of <a href="#">Terms of Reference</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">See Agenda Item 5 Motions</a></li> </ul>		<ul style="list-style-type: none"> <li>Faculty</li> <li>Students</li> <li>Staff</li> </ul>	Discussed with General Faculties Council on March 30.
3.	March 19, 2020	General Faculties Council Executive Committee	S. 26 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>Yes</li> <li>4.1 of <a href="#">Terms of Reference</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">See Agenda Item 3 Motions</a></li> </ul>	March 20, 2020	<ul style="list-style-type: none"> <li>Faculty</li> <li>Students</li> <li>Staff</li> </ul>	Discussed with General Faculties Council on March 30.
4.	April 2, 2020	President and Vice Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>Yes</li> <li>Executive Position Description (Approved by the Board)</li> </ul>	<ul style="list-style-type: none"> <li>For the Spring/Summer 2020 Term - Mandatory Non-Instructional Fees will only be charged for those items the University is able to provide</li> </ul>	April 6, 2020	<ul style="list-style-type: none"> <li>Faculty</li> <li>Students</li> <li>Employees</li> </ul>	By Email - Discussed by email with Chair of BFPC and Board Chair on April 2 duo
5.	April 6, 2020	General Faculties Council Executive Committee	S. 26 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>Yes</li> <li>4.1 of <a href="#">Terms of Reference</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">See Agenda Item 4 Motions</a></li> </ul>	April 6, 2020	<ul style="list-style-type: none"> <li>Faculty</li> <li>Staff</li> <li>Employees</li> </ul>	Communication occurred following the passing of the relevant motion during the open session meeting of the General Faculties Council Executive Committee
6.	April 20, 2020	General Faculties Council	S. 26 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>No</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">See Agenda Item 6 C Motions from the Floor</a></li> </ul>	April 22, 2020	<ul style="list-style-type: none"> <li>GFC Members/ GFC Members' Assistants.</li> </ul>	





I.D	Date of Decision	Body	Authority	Delegated (Yes/No) Method	Orders/Motions	Date of Communication	Stakeholders Communicated To	Notes
7.	May 14, 2020	President and Vice Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Executive Position Description (Approved by the Board)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Presidential Announcement on the Fall 2020 Term</a></li> </ul>	May 14, 2020	<ul style="list-style-type: none"> <li>• University Community through <a href="#">The Quad</a> on the U of A's initial plans for welcoming incoming and current students to the new academic year in September.</li> </ul>	Discussed with General Faculties Council [Special Executive Committee Meeting, May 4, and GFC Town Hall, May 6 (also posted to the <a href="#">Covid-19 Fall 2020 Planning Website</a> )].
8.	May 25, 2020	General Faculties Council	S. 26 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• No</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">See Agenda Item 11 C Motions from the Floor</a></li> </ul>	May 26, 2020	<ul style="list-style-type: none"> <li>• GFC Members/GFC Members' Assistants</li> </ul>	
9.	July 23, 2020	President and Vice Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Executive Position Description (Approved by the Board)</li> </ul>	<ul style="list-style-type: none"> <li>• Athletics and Recreation Mandatory Non-Instructional Fee (MNIF) reduced to 70% for the Fall 2020 term.</li> </ul>		<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Students</li> <li>• Employees</li> </ul>	<b>Consultations:</b> <ul style="list-style-type: none"> <li>• Joint University Student MNIF Oversight Committee</li> <li>• Representatives of Athletics and Recreation</li> </ul>
10.	July 30, 2020	President and Vice Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Executive Position Description (Approved by the Board)</li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory use of masks on University Campuses.</li> </ul>	July 30 and 31, 2020	<ul style="list-style-type: none"> <li>• University Community through <a href="#">The Quad</a>.</li> <li>• <a href="#">COVID-19 Information</a></li> </ul>	Alignment with <a href="#">City of Edmonton bylaw</a>
11.	September 24, 2020	President and Vice Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Executive Position Description (Approved by the Board)</li> </ul>	<ul style="list-style-type: none"> <li>• The Winter 2021 semester will be a combination of in-person, remote and online instruction.</li> </ul>	September 24, 2020	<ul style="list-style-type: none"> <li>• University Community through <a href="#">The Quad</a>.</li> <li>• Email FYI: Announcement on the Winter 2021 Semester</li> </ul>	Subject to evolving public health guidelines
12.	November 19, 2020	President and Vice Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Executive Position</li> </ul>	<ul style="list-style-type: none"> <li>• The President delegated authority to the Executive Lead of the COVID-19 Public Health Response Team to make changes to UofA</li> </ul>	December 7, 2020	<ul style="list-style-type: none"> <li>• General Faculties Council, link to</li> </ul>	Subject to evolving public health guidelines



I.D	Date of Decision	Body	Authority	Delegated (Yes/No) Method	Orders/Motions	Date of Communication	Stakeholders Communicated To	Notes
				Description (Approved by the Board)	COVID-19 related policies, directives, orders and guidelines which are required to comply with the Government of Alberta Public Health Orders, Directives or Guidelines as well municipal bylaws or Alberta Health Services directives or orders.		Tracker document on Agenda	
13.	November 26, 2020	President and Vice Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Executive Position Description (Approved by the Board)</li> </ul>	<ul style="list-style-type: none"> <li>• Delayed start of Winter 2021 term.</li> </ul>	November 26 and 27, 2020	<ul style="list-style-type: none"> <li>• University Community through <a href="#">The Quad</a></li> <li>• <a href="#">COVID-19 Information</a></li> </ul>	
14.	November 26, 2020	Public Health Response Team	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Delegated per I.D. 12</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Measures General Directives Enforcement Procedure</li> </ul>	November 27, 2020	<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Information</a></li> </ul>	
15.	January 22, 2021	President and Vice Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Executive Position Description (Approved by the Board)</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Program Delivery Framework for the university's Spring/Summer 2021 terms.</li> </ul>	January 28, 2021	<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Information</a></li> </ul>	Subject to evolving public health guidelines
16.	February 11, 2021	President and Vice Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Executive Position Description (Approved by the Board)</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of the Faculty of Extension's Fall 2021 communication of course delivery plans.</li> </ul>	mid-February	<ul style="list-style-type: none"> <li>• Extension's Continuing and Professional Education (CPE) learners</li> </ul>	
17.	February 18, 2021	President and Vice-Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Executive Position Description (Approved by the Board)</li> </ul>	<ul style="list-style-type: none"> <li>• Fall Planning Update including delay of Fall 2021/Winter 2022 registration to mid-May.</li> </ul>	February 23, 2021	<ul style="list-style-type: none"> <li>• University Community through <a href="#">The Quad</a></li> </ul>	
18.	March 11, 2021	President and Vice Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Executive Position Description (Approved by the Board)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Approval of the recommendations of the COVID-19 Vaccination Working Group Report</a></li> </ul>	March 15, 2021	<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Information</a></li> </ul>	Subject to evolving public health guidelines
19.	May 4, 2021	Public Health Response Team	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Delegated per I.D. 12</li> </ul>	<ul style="list-style-type: none"> <li>• Most on-campus activities paused for 24 hrs, effective midnight, May 4</li> </ul>	May 4, 2021	<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Information</a></li> </ul>	In response to Government of Alberta Public Health Orders, Directives or Guidelines
20.	August 25, 2021	Public Health Response Team	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Delegated per I.D. 12</li> </ul>	<ul style="list-style-type: none"> <li>• Establishment of a vaccination self-declaration process and a rapid testing program to support safety across our campuses this fall</li> </ul>	August 25, 2021	<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Information</a></li> </ul>	



I.D	Date of Decision	Body	Authority	Delegated (Yes/No) Method	Orders/Motions	Date of Communication	Stakeholders Communicated To	Notes
21.	September 13, 2021	President and Vice Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Executive Position Description (Approved by the Board)</li> </ul>	<ul style="list-style-type: none"> <li>• Changes to the University vaccination mandate, required vaccination proof, and changes to rapid testing programs. The below protocols will come into effect at the U of A on November 1.</li> </ul>	September 13, 2021	<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Information</a></li> </ul>	In response to Government of Alberta Public Health Orders, Directives or Guidelines
22.	September 15, 2021	President and Vice Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Executive Position Description (Approved by the Board)</li> </ul>	<ul style="list-style-type: none"> <li>• Changes to the academic schedule to extend the add/drop deadline to September 20, 2021</li> </ul>	September 15, 2021	<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Information</a></li> </ul>	In response to Government of Alberta Public Health Orders, Directives or Guidelines
23.	September 16, 2021	President and Vice Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Executive Position Description (Approved by the Board)</li> </ul>	<ul style="list-style-type: none"> <li>• Changes to the academic schedule to reflect cancelled classes September 16, 2021 and changes to consolidated exams scheduled for December 9, 2021.</li> </ul>	September 16, 2021	<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Information</a></li> </ul>	In response to Government of Alberta Public Health Orders, Directives or Guidelines
24.	September 27, 2021	President and Vice Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Executive Position Description (Approved by the Board)</li> </ul>	<ul style="list-style-type: none"> <li>• University Vaccination Directive</li> </ul>	September 28, 2021	<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Information</a></li> </ul>	
25.	October 21, 2021	President and Vice Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Executive Position Description (Approved by the Board)</li> </ul>	<ul style="list-style-type: none"> <li>• Winter 2022 Semester Planning Academic Programming Framework</li> </ul>	November 4, 2021	<ul style="list-style-type: none"> <li>• <a href="#">From the President's Desk - Quad</a></li> </ul>	Subject to evolving public health guidelines
26.	December 22, 2021	President and Vice Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Executive Position Description (Approved by the Board)</li> </ul>	<ul style="list-style-type: none"> <li>• Winter 2022 will start online and with enhanced campus safety measures.</li> </ul>	December 22, 2021	<ul style="list-style-type: none"> <li>• Email from the Office of the President, and</li> <li>• <a href="#">From the President's Desk - Quad</a></li> </ul>	Subject to evolving public health guidelines
27.	January 13, 2022	President and Vice Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Executive Position Description (Approved by the Board)</li> </ul>	<ul style="list-style-type: none"> <li>• Changes to the academic schedule to extend the add/drop deadline to January 21, 2022</li> </ul>	January 14, 2022	<ul style="list-style-type: none"> <li>• COVID-19 Information</li> <li>• <a href="#">From the President's Desk - Quad</a></li> </ul>	
28.	January 21, 2022	President and Vice Chancellor	S. 62 - <a href="#">PSLA</a>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Executive Position Description</li> </ul>	<ul style="list-style-type: none"> <li>• Changes to the University of Alberta University of Alberta COVID-19 Vaccination Directive</li> </ul>	January 20, 2022	<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Information</a></li> </ul>	January 21, 2022



I.D	Date of Decision	Body	Authority	Delegated (Yes/No) Method	Orders/Motions	Date of Communication	Stakeholders Communicated To	Notes
				(Approved by the Board)				

*Prepared by*  
Dr. Janice Causgrove Dunn  
Vice-Provost (Programs)

## **Work-Integrated Learning (WIL): IMA Performance-Based Funding Metric Reporting - List of Administrative Terminations**

January 2022

*Prepared for: GFC Programs Committee, GFC Academic Planning Committee, General Faculties Council*

### *Background*

As outlined in the pilot 2021 - 2022 Investment Management Agreement, we are required to report updates in the Provider and Program Registry System (PaPRS) about new or existing programs that have a WIL component, and the existing metric will be updated on March 31, 2022. Our baseline WIL performance metric, established on March 31, 2021, indicated that 63% of our programs have a WIL component. Over the period of the next three years, our goal is to increase our WIL metric to 100%, and our target for March 31, 2022 is 78%.

One of the three approaches we undertook to achieve our 2022 target was to compile data on programs currently listed as not having WIL in PaPRS in order to identify programs that could be administratively terminated. In identifying these programs, we considered criteria including, but not limited to, inactive status in Campus Solutions, a prolonged period of no enrolment, and lack of inclusion in the Calendar. As part of our process in achieving our target on this performance-based metric, the Ministry of Advanced Education has agreed to allow us to request administrative termination of the programs showing records in PaPRS that we have identified.

Normally, termination of a program is undertaken after a five-year period of suspension of admissions, and is approved through internal Governance prior to being submitted to the Ministry for their approval. Administrative termination is allowed by the Ministry's consent in special circumstances (these usually include an extended period of no enrolment and the program not being offered over that long period of time), meaning that there is no period of suspension and no internal Governance approval is required. Termination of a program means that the University is no longer licensed to offer it.

### *Next Steps*

The GFC Programs Committee, GFC Academic Planning Committee, as well as the General Faculties Council will be informed in January 2022. Once these committees have been informed, we will submit the formal Ministry requests to terminate the programs. The compiled list of programs is shared in the pages that follow.

**Note:** The programs are to be terminated at the level of specialization indicated below. These are the programs and first-level specializations as they appear in PaPRS, not necessarily as they appear in Campus Solutions.

Program Name	First-Level Specialization Name	Last UofA Student Registration Year
<b>Faculty of Agricultural, Life &amp; Environmental Sciences</b>		
Bachelor of Science in Agriculture	Agricultural Economics	<i>No registration in last 15 years</i>
Bachelor of Science in Agriculture	Agricultural Sciences	2007 - 08
Bachelor of Science in Agriculture	Applied Economics	2004 - 05
Bachelor of Science in Agriculture	Crop and Horticultural Science	<i>No registration in last 15 years</i>
Bachelor of Science in Agriculture	Entomology	<i>No registration in last 15 years</i>
Bachelor of Science in Agriculture	Land Resource Science	2002 - 03
Bachelor of Science in Agricultural/Food Business Management	Food Processing Business Management	2006 - 07
Bachelor of Science in Agricultural/Food Business Management	Food Service Business Management	2006 - 07
Bachelor of Science in Environmental and Conservation Sciences	Conservation Biology and Management	2007 - 08
Bachelor of Science in Environmental and Conservation Sciences	Independent Concentration	2002 - 03
Bachelor of Science in Environmental and Conservation Sciences	Land Remediation, Reclamation and Conservation	2006 - 07
Bachelor of Science in Environmental and Conservation Sciences	Wildlife Restoration	2004 - 05
Bachelor of Science in Forest Business Management	Forest Resource Business Management	2000 - 01
<b>Faculty of Arts</b>		
Bachelor of Arts	Canadian Studies	<i>No registration in last 15 years</i>
Bachelor of Arts	Earth Sciences	<i>No registration in last 15 years</i>
Bachelor of Arts	Geography (Arts)	<i>No registration in last 15 years</i>
Bachelor of Arts	Combined Greek and Latin	2003 - 04
Bachelor of Arts	Mathematical Sciences	<i>No registration in last 15 years</i>
Bachelor of Arts	Native Studies	<i>No registration in last 15 years</i>
Bachelor of Arts	Statistics (Arts)	<i>No registration in last 15 years</i>

Bachelor of Design	Engineering/Business/Marketing Route	2004 - 05
Master of Arts	Comparative Literature, Religion, and Film/Media Studies	<i>No registration in last 15 years</i>
Master of Arts in Humanities Computing	Comp Lit, Religion, Film/Media St	<i>No registration in last 15 years</i>
Combined Doctor of Philosophy/Doctor of Medicine	Anthropology	<i>No registration in last 15 years</i>
Combined Doctor of Philosophy/Doctor of Medicine	Art and Design	<i>No registration in last 15 years</i>
<b>Alberta School of Business</b>		
Bachelor of Commerce	Business Law	<i>No registration in last 15 years</i>
Bachelor of Commerce	Chinese Business Studies	<i>No registration in last 15 years</i>
Bachelor of Commerce	German Business Studies	<i>No registration in last 15 years</i>
Bachelor of Commerce	Japan Business Studies	2002 - 03
Bachelor of Commerce	Organizational Studies	2002 - 03
Bachelor of Commerce	Spanish American Business Studies	<i>No registration in last 15 years</i>
Combined Doctor of Philosophy/Doctor of Medicine	Business PhD	<i>No registration in last 15 years</i>
<b>Campus Saint-Jean</b>		
Baccalaureat es arts	Sciences humaines	<i>No registration in last 15 years</i>
Baccalaureat es arts	Musique	<i>No registration in last 15 years</i>
Baccalaureat en Education Elementaire	Enseignement d' Art	<i>No registration in last 15 years</i>
Baccalaureat en Education Elementaire	Jeune enfance	<i>No registration in last 15 years</i>
Baccalaureat en Education Elementaire	Sciences generales	<i>No registration in last 15 years</i>
Baccalaureat en Education Elementaire	Langue seconde-Francais	2000 - 01
Baccalaureat en Education Elementaire	Anglais - Langue	<i>No registration in last 15 years</i>
Baccalaureat en Education Elementaire	Enseignement des Mathematiques	<i>No registration in last 15 years</i>
Baccalaureat en Education Elementaire	Enseignement de Musique	1999 - 00

Baccalaureat en Education Elementaire	Education physique	<i>No registration in last 15 years</i>
Baccalaureat en Education Elementaire	Etudes sociales	2000 - 01
Baccalaureat en Education Elementaire	Education adaptee	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Enseignement d' Art	2000 - 01
Baccalaureat en Education Secondaire	Atypical Adolescent	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Enseignement des sciences biologiques	2001 - 02
Baccalaureat en Education Secondaire	Enseignement des affaires	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Educ-Etudes canadiennes	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Education communautaire	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Vetements et textiles	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Applic de l'ordinateur	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Etude theatrales	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Jeune enfance	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Education par les arts	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Education-multimedia	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Apprentis par multimedia	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Etudes de la famille	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Education de Nutrition	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Educ Prof De Lycee	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Individ Diff Et Individua	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Arts Ind Educ- AC&Tech	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Education interculturelle	<i>No registration in last 15 years</i>



Baccalaureat en Education Secondaire	Langue seconde-Allemand	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Langue seconde-Latin	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Langue seconde-autre	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Langue seconde-Slave	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Anglais - langue	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Ressources d'apprentissage	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Education morale	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Education de mouvement	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Education physique	2002 - 03
Baccalaureat en Education Secondaire	Enseignement des Sciences physiques	2011 - 12
Baccalaureat en Education Secondaire	Education post-secondaire	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Lecture-Anglais	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Educ religieuse et morale	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Language seconde	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Education adaptee	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Enseignement - ESL	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Arts visuels	<i>No registration in last 15 years</i>
Baccalaureat en Education Secondaire	Education professionnelle	<i>No registration in last 15 years</i>
Baccalaureat es sciences	Astronomie/Physique	<i>No registration in last 15 years</i>
Baccalaureat es sciences	Cartographie par ordnateur	<i>No registration in last 15 years</i>
Baccalaureat es sciences	Sciences informatiques	2000 - 01
Baccalaureat es sciences	Science cognitive	<i>No registration in last 15 years</i>
Baccalaureat es sciences	Genetique	<i>No registration in last 15 years</i>

Baccalaureat es sciences	Geographie	<i>No registration in last 15 years</i>
Baccalaureat es sciences	Mathematiques/Physiques	<i>No registration in last 15 years</i>
Baccalaureat es sciences	Meteorologie	<i>No registration in last 15 years</i>
Baccalaureat es sciences	Microbiologie	<i>No registration in last 15 years</i>
Baccalaureat es sciences	Physiologie	2003 - 04
Baccalaureat es sciences	Zoologie	<i>No registration in last 15 years</i>
<b>Faculty of Education</b>		
Bachelor of Education Secondary	Business Education	<i>No registration in last 15 years</i>
<b>Faculty of Kinesiology, Sport, and Recreation</b>		
Bachelor of Kinesiology	Athletic Therapy	2006 - 07
Bachelor of Kinesiology	Outdoor Education	<i>No registration in last 15 years</i>
Bachelor of Kinesiology	Sociomanagerial Aspects of Sport and Leisure	2005 - 06
Combined Bachelor of Kinesiology/Bachelor of Education Elementary	Physical Activity and Health	<i>No registration in last 15 years</i>
Combined Bachelor of Kinesiology/Bachelor of Education Elementary	Adapted Physical Activity	<i>No registration in last 15 years</i>
Combined Bachelor of Kinesiology/Bachelor of Education Elementary	Athletic Therapy	<i>No registration in last 15 years</i>
Combined Bachelor of Kinesiology/Bachelor of Education Elementary	Sport Coaching	<i>No registration in last 15 years</i>
Combined Bachelor of Kinesiology/Bachelor of Education Elementary	Elementary Education	<i>No registration in last 15 years</i>
Combined Bachelor of Kinesiology/Bachelor of Education Elementary	Individualized	<i>No registration in last 15 years</i>
Combined Bachelor of Kinesiology/Bachelor of Education Elementary	Sport Performance	<i>No registration in last 15 years</i>
Combined Bachelor of Kinesiology/Bachelor of Education Elementary	Soc-manag Asp of Sport and Leisure	<i>No registration in last 15 years</i>

Combined Bachelor of Kinesiology/Bachelor of Education Secondary	Physical Activity and Health	<i>No registration in last 15 years</i>
Combined Bachelor of Kinesiology/Bachelor of Education Secondary	Adapted Physical Activity	<i>No registration in last 15 years</i>
Combined Bachelor of Kinesiology/Bachelor of Education Secondary	Athletic Therapy	<i>No registration in last 15 years</i>
Combined Bachelor of Kinesiology/Bachelor of Education Secondary	Sport Coaching	<i>No registration in last 15 years</i>
Combined Bachelor of Kinesiology/Bachelor of Education Secondary	Individualized	<i>No registration in last 15 years</i>
Combined Bachelor of Kinesiology/Bachelor of Education Secondary	Sport Performance	<i>No registration in last 15 years</i>
Combined Bachelor of Kinesiology/Bachelor of Education Secondary	Soc-manag Asp of Sport and Leisure	<i>No registration in last 15 years</i>
<b>Faculty of Rehabilitation Medicine</b>		
Master of Science*	Physical Therapy*	<i>No registration in last 15 years</i>
Doctor of Philosophy	Physical Therapy	<i>No registration in last 15 years</i>
<i>* Note: This differs from the active "Master of Science in Physical Therapy" program (program ID: GS537)</i>		
<b>Faculty of Science</b>		
Bachelor of Science	Actuarial Science	2011 - 12
Master of Science	Software Technology	<i>No registration in last 15 years</i>
<b>Other</b>		
Master of Science	Interdepartmental Collaborative Study	<i>No registration in last 15 years</i>

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

<b>Agenda Title</b>	<b>Consensual Personal Relationships – Information Document</b>
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**Item**

Proposed by	Wendy Rodgers, Deputy Provost
Presenter	Wendy Rodgers, Deputy Provost

**Details**

Office of Administrative Responsibility	Associate Vice-President (Human Resources, Health, Safety and Environment)
The Purpose of the Proposal is (please be specific)	The proposal is before the committee because at the November 29 <sup>th</sup> meeting of GFC, questions were raised about the University Conflict Policy, especially regarding the declaration of consensual relationships.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The University Conflict Policy lays out the framework for declaration and management of conflicts. The Information Document on consensual personal relationships created pursuant to the University Conflict Policy, lays out how the University defines, requires employees declare and manages consensual personal relationships at the University.</p> <p>Notices regarding the requirement to complete the Disclosure Report for Conflicts of Interest and Conflict of Commitment are distributed annually. See the <a href="#">October, 2021 notice</a>.</p> <p>This document is being distributed for information to members of General Faculties Council in light of written questions on sexual violence submitted and discussion at the December 6, 2021 meeting of GFC.</p>

**Strategic Alignment**

Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input checked="" 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 type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input checked="" type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success

1. INFORMATION DOCUMENT: Consensual Personal Relationships (pages 1 - 2)
2. Disclosure Report for Conflicts of Commitment and Interest (pages 1-3)

**Original Approval Date: December 11, 2020**

**Parent Policy: [Conflict Policy – Conflict of Interest and Commitment, and Institutional Conflict](#)**

## **INFORMATION DOCUMENT: Consensual Personal Relationships**

<b>Office of Administrative Responsibility:</b>	Associate Vice-President (Human Resources, Health, Safety and Environment)
<b>Approver:</b>	Provost and Vice-President (Academic) and Vice-President (University Services and Finance)

### **Overview**

A **consensual personal relationship** is any relationship, either past or present, which is romantic, intimate or sexual in nature and to which both parties consent or consented. This Information Document concerns actual or perceived conflicts of interest that may arise from consensual personal relationships between a staff member and a student, trainee or other staff member. While the University appreciates that consenting adults may freely interact and are entitled to reasonable privacy, the University strongly discourages consensual personal relationships between staff members and students, trainees or other staff members where an actual or perceived conflict of interest exists.

### **Conflict of Interest in Consensual Personal Relationships**

The University is committed to cultivating and maintaining a safe learning and working environment based on integrity and respect in which our students, trainees and staff members enjoy equitable conditions and treatment, including fair supervision, instruction and evaluation. As the University community contains many opportunities for social interaction between consenting adults, the potential exists for a consensual personal relationship to arise between a staff member and another staff member, student or trainee.

Consensual personal relationships between a staff member and a student, trainee or another staff member may result in a conflict of interest when a staff member is in a position to make or influence decisions, to take actions, or to exercise authority over or extend favourable or unfavourable treatment to the student, trainee or other staff member with whom they are in a consensual personal relationship. In some cases, a consensual personal relationship puts the staff member in a conflict of interest where the relationship began before the student, trainee or other staff member joined the University community or prior to the staff member starting work at the University. Examples of such situations where a conflict or a perceived conflict of interest for a staff member may arise include:

- Admission of a student to a program of study;
  - Appointment of a graduate student, trainee or other staff member;
  - The evaluation of a student, trainee or other staff member;
  - Influence or control over the employment conditions of a student, trainee or other staff member;
  - Coordination of a student's program of studies;
  - Coordination of a student's housing;
  - Provision of coaching for athletes and/or athletic teams or in conjunction with other University academic activities;
  - Provision of instruction;
  - Provision of student supervision and the conduct of examinations;
  - Administration of discipline;
  - Awarding of prizes, scholarships and financial assistance;
  - Awarding of graduate teaching or research assistantships or other remunerative employment, either within or outside the University using funds administered by the University;
  - Staff member's employment in the Department or Faculty where the student is registered in a program of study; or
-

- Responsibility for the administration of academic programs or services in the Department or Faculty where the student is enrolled.

**Managing Conflict of Interest in the Context of Consensual Personal Relationships**

Where the staff member is in a position to make or influence decisions about a student's, trainee's or other staff member's employment, the [Managing Conflict of Interest in Employment Procedure](#) shall be followed.

Where the staff member is in a position to make or influence decisions about a student's, trainee's or other staff member's academic environment, the [Conflict of Interest and Conflict of Commitment Reporting and Assessment Procedure](#) shall be followed.

In accordance with the above-named Procedures, such conflicts must be reported in a timely fashion and an appropriate plan to eliminate, or manage, the conflict put in place.

Some examples of how conflicts can be managed in this context include: recusing the staff member from decisions and actions that affect the student's, trainee's or other staff member's academic environment; assigning such matters to an independent staff member; otherwise putting in place arrangements to eliminate or minimize the risk of conflict of interest, and to address any perception of misuse of authority or favoritism, particularly in situations where, by virtue of their expertise and specific skills, the staff member and the student, trainee or other staff member are required to interact in an academic environment (for instance, in a research laboratory).

Where such measures are not sufficient to manage an actual or perceived conflict of interest that arises from a consensual personal relationship, the matter will be raised to the next appropriate senior reporting officer or to a conflict review committee as per the applicable Procedure.

**Other Considerations**

Consenting adults should be cognizant of the possibility of any negative consequences resulting from a breakdown in a consensual personal relationship or conflict within the relationship.

If, at any time, a consensual personal relationship becomes non-consensual, or is alleged to have been non-consensual for the duration (such as in the case of a student under the age of 18 years, for example), it may be handled according to the *Sexual Violence Policy*. In law, no consent is obtained if sexual activity is induced by abusing one's position of trust or authority over the other person. More information can be found here: [A Definition of Consent to Sexual Activity: Policy Centre for Victims Issues](#)

A staff member who is also a member of a professional organization may also be subject to that organization's policies and procedures on consensual personal relationships.

In accordance with the [Ethical Conduct and Safe Disclosure Policy](#), the University will not tolerate any reprisal, directly or indirectly, against anyone who makes a report about a consensual personal relationship between a staff member and a student, trainee or other staff member, where the report is made in good faith and based on reasonable belief that a conflict of interest exists. Reports shall not be malicious, frivolous or vexatious.

Support Offices include the following:

Faculty Relations, Office of the Provost and Vice-President (Academic)  
Human Resources, Health, Safety and Environment  
Office of Safe Disclosure and Human Rights  
Office of the Dean of Students  
Office of the Student Ombuds  
Interfaith Chaplains' Association





Heather Richholt &lt;richholt@ualberta.ca&gt;

## RSVP: 5th Annual Joint Summit of the Governors

5 messages

**Kate Peters** <peters3@ualberta.ca>

Fri, Jan 14, 2022 at 1:25 PM

Cc: Heather Richholt <richholt@ualberta.ca>, Edyta McLoughlin <edyta.mcloughlin@ualberta.ca>

Dear Members of General Faculties Council (GFC) and GFC Standing Committee Chairs;

On behalf of President Flanagan, you are invited to the 5th Annual Joint Summit of the Board of Governors, GFC and Senate.

Friday, January 21, 2022  
1:00 pm to 3:00 pm

**You are asked to RSVP by Tuesday, January 18 at 4:30PM using this [link](#).**

Thank you for holding this afternoon for this event, we are happy to narrow the timeframe down to these two hours.

The objective for the Summit is to provide a forum for learning, meaningful engagement and fostering alignment between the U of A Board, GFC and the Senate on a future of what Experiential and Work-Integrated Learning means for students, faculty and our community at large.

Once you have indicated you are able to attend using the google form, a calendar invitation will be sent to you.

The Zoom information is below.

Join Zoom Meeting

<https://ualberta-ca.zoom.us/j/95566333328?pwd=aG1lZHA2R1pLbldJR25hZnIRTEM2UT09>

Meeting ID: 955 6633 3328

Passcode: 984754

Let me know if you have any questions,

Thank you,

Kate

**Kate Peters**

### **General Faculties Council (GFC) Secretary and Manager of GFC Services**

University of Alberta | University Governance

3-04 South Academic Building (SAB) Edmonton, AB | Canada | T6G 2G7 Tel: 780.492.4733

**University Governance** | [www.governance.ualberta.ca](http://www.governance.ualberta.ca)

*The University of Alberta respectfully acknowledges we are situated on ᑭᓄᓐᓴᓐᓴᓐᓴᓐ (Amiskwacîwâskahikan) Treaty 6 territory, traditional lands of First Nations and Métis people.*

**Demetres Tryphonopoulos** <demetres@ualberta.ca>

Fri, Jan 14, 2022 at 1:29 PM

Reply-To: demetres.tryphonopoulos@ualberta.ca

To: Kate Peters <peters3@ualberta.ca>

Cc: Heather Richholt <richholt@ualberta.ca>, Edyta McLoughlin <edyta.mcloughlin@ualberta.ca>

Hello Kate,

I just wanted to say that I tried out the RSVP link you've provided in your email and that it did not work.

Wishing you a good and restful weekend,

Demetres





