UNIVERSITY OF ALBERTA

Monday, October 17, 2022
Remote Meeting by Zoom
2:00 PM - 4:00 PM
If you require this document in an alternate format,
please email faiza.billo@ualberta.ca

OPENING SESSION 2:00 - 2:05 p.m.

1.   Approval of the Agenda   Bill Flanagan

2.   Comments from the Chair (no documents)   Bill Flanagan

CONSENT AGENDA 2:05 - 2:10 p.m.

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

3.   Approval of the Open Session Minutes of June 6, 2022 and
        September 19, 2022

4.   New Members of GFC

ACTION ITEMS

5.   Revisions to Examination Procedures and Deferred Exam Procedures   Norma Rodenburg
        in the 2023-2024 University Calendar 2:10 - 2:20 p.m.

        Motion 1: To Approve
        Motion 2: To Approve

6.   Notice of Motion: Rescission of the sub-delegation of authority to   Carolyn Sale
        Facilities Development Committee 2:20 - 2:35 p.m.

        Motion 1: To Approve

7.   Notice of Motion: Policy requiring that proposals to the Board of   Carolyn Sale
        Governors be brought to General Faculties Council 2:35 - 2:45 p.m.

        Motion: To Approve

8.   Notice of Motion: Request that the Board pause implementation of   Carolyn Sale
        the College Dean Selection Procedure 2:45 – 3:00 p.m.

        Motion: To Approve

DISCUSSION ITEMS

9.   Question Period 3:00 – 3:30 p.m.   Bill Flanagan

10.	Update on the College Dean's progress and plans (no documents) 3:30 – 3:40 p.m.	Matina Kalcounis-Rueppell Joseph Doucet Greta Cummings
11.	Online and Continuing Education (no documents) 3:40 – 3:50 p.m.	Verna Yiu Jessica Butts Scott
12.	Review of the GFC Nominating Committee Terms of Reference and Procedures 3:50 – 4:00 p.m.	Jerine Pegg Kate Peters

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.]

13. Report of the GFC Executive Committee

14. Report of the GFC Academic Planning Committee

15. Report of the GFC Programs Committee

16. GFC Nominations and Elections
- Recent Elections by GFC
- Current Membership Vacancies

17. Information Items:
A. Metrics Associated with Academic Restructuring (UAT/College Metrics)
B. Student Accessibility Assessment Project Report

18. Information Forwarded to GFC Members Between Meetings
- GFC Meeting Materials - Now available (Memo to GFC Members on Procedural Matters)
- Invitation from Vice-President (Facilities and Operations)
- FYI: Announcement - Vice-Provost and Dean, Faculty of Graduate Studies and Research
- FYI: Announcing the Interim Vice-Provost and Dean of the Faculty of Graduate Studies and Research

CLOSING SESSION

19. Adjournment
- Next Meeting of General Faculties Council: November 14, 2022

Presenter(s):

Bill Flanagan	President and Vice-Chancellor, Chair of GFC
Carolyn Sale	Associate Professor, University of Alberta

Matina Kalcounis-Rueppell	Interim College Dean, College of Natural and Applied Sciences
Joseph Doucet	Interim College Dean, College of Social Sciences and Humanities
Greta Cummings	Interim College Dean, College of Health Sciences
Norma Rodenburg	Acting Vice-Provost and University Registrar
Jerine Pegg	Chair of GFC Executive Subcommittee on Governance and Procedural Oversight
Kate Peters	GFC Secretary and Manager, GFC Services
Jessica Butts Scott	Associate Vice-President, Online and Continuing Education
Verna Yiu	Interim Provost and Vice-President (Academic)

Documentation was before members unless otherwise noted.

Meeting REGRETS to:	Heather Richholt, 780-492-1937, richholt@ualberta.ca
Prepared by:	Kate Peters, 780-492-4733
University Governance	www.governance.ualberta.ca

New Members of GFC

MOTION I: TO APPOINT:

The following Librarians representative to serve on GFC for a term commencing October 17, 2022 and ending June 30, 2025:

Patricia Sherbaniuk

The following Management and Professional Staff representative to serve on GFC for a term commencing October 17, 2022 and ending June 30, 2025:

Eva Glancy

The following Academic Professional Officer representative to serve on GFC for a term commencing October 17, 2022 and ending June 30, 2025:

Jill Bagwe

The following Department Chair representative to serve on GFC for a term commencing October 17, 2022 and ending June 30, 2024:

Ryan Dunch

MOTION II: TO RECEIVE:

The following statutory academic staff members who have been elected/re-elected by their Faculty, to serve on GFC for a term of office beginning immediately and ending June 30, 2025:

Andrew McGee	Arts
Chetan Dave	Arts
J Liu	Engineering
B Dhar	Engineering

The following ex officio member to serve on GFC for a term beginning September 15, 2022 and extending for the duration of the appointment:

Jessica Butts Scott   Associate Vice-President, Online and Continuing Education

The following ex officio member to serve on GFC for a term beginning October 1, 2022 and ending October 31, 2022:

Ali Shiri   Acting Vice-Provost and Dean Faculty of Graduate Studies and Research

The following ex officio member to serve on GFC for a term beginning November 1, 2022 and ending October 31, 2023:

Roger Epp   Interim Vice-Provost and Dean of FGSR

Item No. 5

Governance Executive Summary
Action Item

Agenda Title	Revisions to Examination Procedures and Deferred Exam Procedures in the 2023-2024 University Calendar

Motion 1

THAT the General Faculties Council approve the proposed revisions to the Examination Procedures listed in the University Calendar, as set forth in the attached documents, for inclusion in the 2023-2024 University Calendar.

Motion 2

THAT the General Faculties Council approve the proposed revisions to the procedures for Deferred Final Exams listed in the University Calendar, as set forth in the attached documents, for inclusion in the 2023-2024 University Calendar.

Item

Action Requested	☐ Approval ☒ Recommendation
Proposed by	Norma Rodenburg, Acting Vice-Provost and University Registrar
Presenter(s)	Norma Rodenburg, Acting Vice-Provost and University Registrar

Details

Office of Administrative Responsibility	Office of the Provost and Vice-President (Academic)
The Purpose of the Proposal is (*please be specific*)	This proposal is to get approval for revisions to the Examination procedures and Deferred Exam procedures sections on the University Calendar's Academic Regulations page.
Executive Summary (*outline the specific item – and remember your audience*)	**Examination Procedures** With the increase in online testing starting in Winter Term 2020, it was identified that the examination regulations in the Calendar were written specifically for in-person exams and required interpretation in order to be applied to the online exam environment. In December 2020, a proposal was recommended by CLE to GFC. However, given the evolving nature of the pandemic, decision-making was paused. The revised proposal includes additional changes to procedures for deferred final exams. Proposed clarifications include: - Students who arrive late will not be permitted to write the exam and may apply for a deferred exam - Language around the requirement to remain in the exam environment for at least 30 minutes - Additional examples of what it means to communicate during an exam

<table>
<tr><td></td><td>
- Clarification on what to do if a student requires a brief absence from an online exam
- Language around what it means to be incapacitated during an exam
- Language around cancellation of an exam after it has been written/submitted and the opportunity to apply for a reexamination

Deferred Exams

The Exams and Timetabling Office at the Office of the Registrar has recently reviewed the Deferred Final Exams section of the Calendar based on feedback received from several faculty partners. In their review, they identified language that was unclear, resulting in confusion for some faculties/departments.

The proposed changes are meant to clarify the language of the preexisting regulations around the scheduling of deferred exams. There is no proposed change to the regulation itself.
</td></tr>
<tr><td>Supplementary Notes and context</td><td></td></tr>
</table>

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the [Governance Resources section Student Participation Protocol](#)>	*Those who are actively **participating**:* ● Office of the Registrar 　○ Acting Vice-Provost and University Registrar - Norma Rodenburg 　○ University Calendar – Rebecca Liaw 　○ Exams & Timetabling - Jesse Luyendyk
	*Those who have been **consulted**:* ● Program Support Team – Undergraduate and Non-Credit - June 2, 2022 ● Graduate Program Support Team - June 6, 2022 ● Director, Digital Learning Environments, Information Services and Technology
	*Those who have been **informed**:* ●
Approval Route (Governance) (including meeting dates)	CLE, September 28, 2022 (for discussion) CLE, eVote, October 3, (for recommendation) GFC, October 17, 2022 (for approval)

Strategic Alignment

Alignment with *For the Public Good*	**21. Objective:** Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.

	I. Strategy: 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. **IV. Strategy:** Facilitate easy access to and use of university services and systems, reduce duplication and complexity, and encourage cross-institutional administrative and operational collaboration.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	☐ Enrolment Management ☐ Faculty and Staff ☐ Funding and Resource Management ☐ IT Services, Software and Hardware ☐ Leadership and Change ☐ Physical Infrastructure	☐ Relationship with Stakeholders ☐ Reputation ☐ Research Enterprise ☐ Safety x Student Success
Legislative Compliance and jurisdiction	*Post-Secondary Learning Act* GFC Committee on the Learning Environment Terms of Reference	

Attachments (each to be numbered 1 - <>)

1. Final Motions December 2020 (pages 1-7)
2. Calendar Change for Academic Regulations – Examinations (pages 1 – 3)
3. Calendar Change for Academic Regulations - Deferred Exams not written (pages 1 – 2)
4. Calendar Change for Academic Regulations – Deferred Exams

Prepared by:
Norma Rodenburg, Acting Vice-Provost and University Registrar, norma.rodenburg@ualberta.ca
Rebecca Liaw, University Calendar Editor, carlo@ualberta.ca

The following Motions and Documents were considered by the GFC Committee on the Learning Environment at its Wednesday, December 02, 2020 meeting:

Agenda Title: **Proposed Revisions to the Conduct of Examinations Section of the University Calendar**

CARRIED MOTION:
THAT the GFC Committee on the Learning Environment recommend to the GFC Executive Committee proposed revisions to the Conduct of Examinations Section of the University Calendar, as contained in Attachment 1, as amended, and to take effect upon final approval by GFC.

FINAL Item 4

FINAL Item No. 4

Governance Executive Summary
Action Item

Agenda Title	Proposed Revisions to the Conduct of Examinations Section of the University Calendar

Motion

THAT the GFC Committee on the Learning Environment recommend to the GFC Executive Committee proposed revisions to the Conduct of Examinations Section of the University Calendar, as contained in Attachment 1, as amended, and to take effect upon final approval by GFC.

Item

Action Requested	☐ Approval ☒ Recommendation
Proposed by	Dr. Tammy Hopper, Vice-Provost (Programs)
Presenter(s)	Dr. Tammy Hopper, Vice-Provost (Programs) Carlo Dimailig, University Calendar Editor, Office of the Registrar

Details

Office of Administrative Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (*please be specific*)	To revise the Conduct of Examinations section of the University Calendar.
Executive Summary (*outline the specific item – and remember your audience*)	<u>Issue:</u> The University Calendar sections related to Examinations is in need of revision to reflect our current context of remote delivery of courses and online assessment. <u>Background:</u> The University Calendar regulations establish standards for evaluation practice, including in a remote delivery context. In particular, they indicate: • Academic standards for weighting of term work and final exams • Regulations for scheduling and conducting final exams <u>Considerations:</u> The regulations are being revised to reflect the contemporary learning environment including remote delivery and an online assessment environment. Instructors and students need clarity around these regulations. Of particular importance is the section on *Conduct of Examinations*. This section currently reflects in person examination regulations only.
Supplementary Notes and context	*<This section is for use by University Governance only to outline governance process.>*

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	Those actively ***participating***: Vice-Provost (Learning Initiatives) Vice-Provost (Programs) Portfolio Initiatives Manager (Office of the Provost) Melissa Padfield (Vice-Provost and University Registrar) Mike McGregor (Vice-Provost, IST)

Item No. 4

<For information on the protocol see the [Governance Resources section Student Participation Protocol](#)>	Helen Vallianatos (Vice-Dean, Dean of Students Office) Kate Peters (GFC Secretary) Carlo Dimailig, University Calendar Editor, Office of the Registrar GFC CLE GFC Executive Committee GFC
	*Those who have been **consulted**:* Faculty of Graduate Students and Research Students' Union Graduate Students' Association Public Health Response Team, Sub-Committee on Academic Impacts Program Support Team (PST) (Undergraduate and Graduate) Council on Student Affairs (COSA) GFC CLE GFC
	*Those who have been **informed**:* •
Approval Route (Governance) (including meeting dates)	GFC CLE, December 2, 2020 GFC Executive Committee, January 11, 2020 GFC, January 25, 2020

Strategic Alignment

Alignment with *For the Public Good*	GOAL: EXCEL as individuals, and together, sustain a culture that fosters and champions distinction and distinctiveness in teaching, learning, research, and service. Objective 14: Inspire, model, and support excellence in teaching and learning. GOAL: SUSTAIN our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans. Objective 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing. ☐ Enrolment Management ☐ Relationship with Stakeholders ☐ Faculty and Staff ☐ Reputation ☐ Funding and Resource Management ☐ Research Enterprise ☐ IT Services, Software and Hardware ☐ Safety ☐ Leadership and Change ☒ Student Success ☐ Physical Infrastructure
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) GFC CLE Terms of Reference GFC Executive Committee Terms of Reference GFC Terms of Reference University Calendar UAPPOL Assessment and Grading Policy

Item No. 4

	UAPPOL Grading Procedure
	UAPPOL Consolidated Final Exams Procedure
	UAPPOL Duty to Accommodate Procedure

Attachment:

1. Proposed Revisions to the Conduct of Examinations Section of the University Calendar

Prepared by: Andrea Patrick, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic), apatrick@ualberta.ca; Carlo Dimailig, University Calendar Editor, Office of the Registrar, carlo@ualberta.ca

Academic Regulations

Examinations (Exams)

Term exam - any written or oral exam, test or quiz (other than a final exam) which is scheduled as part of the term work of a course.

Final exam - summative examination administered to students in a course at the end of the term in which the course is offered.

Examinations - General

There is no requirement by General Faculties Council that the final examination be taken in order to obtain credit: Faculties are permitted to make their own regulations in this regard. Final examinations should only be used if they are necessary to evaluate the student's achievement of stated learning outcomes for the course. See the Assessment and Grading Policy for additional information on guiding principles for formative and summative assessments.

Conduct of Exams

Note: Conduct which violates the rules of conduct for exams may also violate the Code of Student Behaviour. Amendments to the Code of Student Behaviour occur throughout the year. The official version of the Code of Student Behaviour, as amended from time to time is housed on the University Governance website.

Enforcement of the regulations in the Conduct of Exams section are bound by the Discrimination Harassment and Duty to Accommodate Policy and associated procedures, and are subject to exceptions in cases of accommodation. The Academic Success Centre is the office responsible for providing specialized support and accessibility services, and is guided by the mandate of the University of Alberta's Policy for Students with Disabilities.

In this section, "term exam" is used to refer to any written or oral exam, test or quiz (other than a final exam) which is scheduled as part of the term work of a course.

1. **Student Identification:** Students taking exams in person (i.e., physically in person on the University of Alberta campuses) and online (i.e., remotely via teleconference) writing exams are required to confirm their identities by providing their student ID numbers and signatures and by presenting their student ID cards (ONEcard) or other acceptable identification. Students who are unable to present valid identification at the time of the exam will not be permitted to take the exam. For physical in-person examinations, instructors are advised to circulate an attendance sheet and verify student ID numbers and signatures.present satisfactory identification at the time of the exam will be permitted to write the exam, but will be required to present themselves with acceptable photo identification to the instructor of the course within two working days of the exam and may be required to provide a sample of their handwriting. Failure to provide proper identification will result in a mark of zero for the exam. Instructors are advised to circulate an attendance sheet at all exams.

1. **Permitted References and Aids:** Only those items specifically authorized by the instructor may be brought into the exam facility. The use of unauthorized personal listening, communication, recording, photographic and/or computational devices is strictly prohibited.

2.

1. **Registration:** Students may not be present in an exam or write an exam in a course section in which they are not registered.

3.

2. **Arriving and Leaving:** Students must arrive at the specified time to take the exam. Once the exam has started, students must remain in the physical in-person or remote environment for at least 30 minutes. Students who arrive 30 or more minutes late for the scheduled start of the exam, whether physically in-person or remotely, will not be permitted to take the exam and may apply for a deferred examination.~~Students may not enter the exam area after the first half-hour has elapsed, and they may not leave the exam area until one half-hour has elapsed.~~

4.

3. **Communications:** During the exam, all communications should be addressed to the instructor or exam proctor. Students will not, under any circumstances, or by any means, communicate with other students in the exam environment, or share any part of the examination, leave their answers exposed to view, or in any way share with others any part of the examination.~~During the exam, all communications should be addressed to a supervisor. Students should not, under any circumstances, speak to or communicate with other candidates or leave their answer papers exposed to view.~~

5.

Brief Absence from an Exam: Students who need to use the washroom during a physical in-person exam must leave their exam materials in the custody of a supervisor and retrieve them upon their return. In a remote exam environment, the student must notify the instructor or proctor of the need to leave the exam and suspend work on the exam during that period.~~visit the washroom during an exam must leave their papers in the custody of a supervisor and retrieve it upon return.~~

6.

4. **Cancellation of Paper During Exam:** If a student suddenly is unable to finish the exam due to unexpected medical or physical circumstance, or similarly disruptive event, the student must inform the instructor or proctor immediately, submit the unfinished exam, and request that the exam be cancelled. ~~If a student becomes incapacitated because of illness or receives word of domestic affliction during the course of an exam, the student should report at once to the Supervisor, hand in the unfinished paper, and request that it be cancelled.~~

Students may provide supporting documentation by way of a form from the student's Faculty or a statutory declaration. Medical notes cannot be required. In cases other than illness, adequate documentation must be provided. For more information, contact your faculty or visit What to do when you are sick (students) on the office of the Registrar website.

5. For final exams, the student must provide documentation and apply to their Faculty for a deferred exam within two working days following the cancelled final exam or as soon as the student is able, having regard to the circumstances underlying the cancellation. Students should consult their Faculty for detailed information on requirements. Also see Absence from Final Exams for details.

6. For other exams, instructors may use their discretion to request supporting documentation. The student must contact the instructor within two working days of the exam or as soon as the student is able, having regard to the circumstances underlying the cancellation and present supporting documentation to the instructor if requested.

7.

Requests to cancel and reschedule an exam that has already been written and submitted will not be considered. However, students may apply for a deferred examination under extenuating circumstances. A student who requests a deferred examination citing extenuating circumstances that are later determined to be false will be liable under the Code of Student Behaviour.~~Should a student write an exam, hand in the paper for marking, and later report extenuating circumstances to~~

~~support a request for cancellation of the paper and for another exam, such request will not be entertained. Any student who requests a cancellation of their paper and subsequently applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour.~~

8. **End of Exam:** When the signal is given to end the exam, students must promptly cease writing. If a student does not stop at the signal, the instructor has the discretion either not to grade the exam paper or to lower the grade on the examination.

Calendar Change Proposal for the Examinations Section

Current	Proposed
https://calendar.ualberta.ca/content.php?catoid=36&navoid=11176	

Academic Regulations … **Examinations** **Conduct of Exams** **Note:** Conduct which violates the rules of conduct for exams may also violate the Code of Student Behaviour. Amendments to the Code of Student Behaviour occur throughout the year. The official version of the Code of Student Behaviour, as amended from time to time is housed on the University Governance website. In this section, "term exam" is used to refer to any written or oral exam, test or quiz (other than a final exam) which is scheduled as part of the term work of a course. 1. **Student Identification:** Students writing exams are required to confirm their identities by providing their student ID numbers and signatures and by presenting their student ID cards (ONEcard) or other acceptable photo identification. Students who are unable to present satisfactory identification at the time of the exam will be permitted to write the exam, but will be required to present themselves with acceptable photo identification to the instructor of the course within two working days of the exam and may be required to provide a sample of their handwriting. Failure to provide proper identification will result in a mark of zero for the exam. Instructors are advised to circulate an attendance sheet at all exams.	**Academic Regulations** … **Examinations** **Conduct of Exams** **Note:** Conduct which violates the rules of conduct for exams may also violate the Code of Student Behaviour. Amendments to the Code of Student Behaviour occur throughout the year. The official version of the Code of Student Behaviour, as amended from time to time is housed on the University Governance website. In this section, "term exam" is used to refer to any written or oral exam, test or quiz (other than a final exam) which is scheduled as part of the term work of a course. 1. **Student Identification:** Students writing exams in person (i.e., physically in person on the University of Alberta campuses) and online (i.e., remotely via teleconference) are required to confirm their identities by providing their student ID numbers and signatures and by presenting their student ID cards (ONEcard) or other acceptable photo identification. Students who are unable to present satisfactory identification at the time of the exam will be permitted to write the exam, but will be required to present themselves with acceptable photo identification to the instructor of the course within two working days of the exam and may be required to provide a sample of their handwriting. Failure to provide proper identification will result in a mark of zero for the exam. Instructors are advised to circulate an attendance sheet at all exams.

Left column (original):

2. **Permitted References and Aids:** Only those items specifically authorized by the instructor may be brought into the exam facility. The use of unauthorized personal listening, communication, recording, photographic and/or computational devices is strictly prohibited.
3. **Registration:** Students may not be present in an exam or write an exam in a course section in which they are not registered.
4. **Arriving and Leaving:** ~~Students may not enter the exam area after the first half-hour has elapsed, and they may not leave the exam area until one half-hour has elapsed.~~
5. **Communications:** During the exam, all communications ~~should~~ be addressed to ~~a supervisor~~. Students ~~should~~ not, under any circumstances, speak to or communicate with other ~~candidates or~~ leave their answer papers exposed to view.
6. **Brief Absence from an Exam:** Students who need to ~~visit~~ the washroom during ~~an~~ exam must leave their ~~papers~~ in the custody of a supervisor and retrieve ~~it~~ upon return.
7. **Cancellation of Paper During Exam:** If a student ~~becomes incapacitated because of illness or receives word of domestic affliction during the course of an exam,~~ the student ~~should report at once to the Supervisor, hand in~~ the unfinished ~~paper~~, and request that ~~it~~ be cancelled.
   Students may provide supporting documentation by way of a form from the student's Faculty or a statutory declaration.

Right column (revised):

2. **Permitted References and Aids:** Only those items, resources or websites specifically authorized by the instructor may be brought into the exam facility or used online. The use of unauthorized personal listening, communication, recording, photographic and/or computational devices is strictly prohibited.
3. **Registration:** Students may not be present in an exam or write an exam in a course section in which they are not registered.
4. **Arriving and Leaving:** Students must arrive at the specified time to take the exam. Once the exam has started, students must remain in the physical in-person or remote environment for at least 30 minutes. Students who arrive more than 30 minutes late for an in-person exam will not be permitted to take the exam. Students who arrive more than 30 minutes late for an online exam may have their exam attempt removed or disqualified by the instructor. In both cases students may apply for a deferred examination.
5. **Communications:** During the exam, all communications must be addressed to the instructor or exam proctor. Students must not, under any circumstances (or by any means), speak to or communicate with others in the exam environment or external to the exam environment, leave their answers exposed to view, or in any way share with others any part of the examination.
6. **Brief Absence from an Exam:** Students who need to use the washroom during a physical in-person exam must leave their exam materials in the custody of a supervisor and retrieve them upon return. In a remote exam environment, the student must notify the instructor or proctor of the need to leave the exam and suspend work on the exam during that period.
7. **Cancellation of Paper During Exam:** If a student suddenly is unable to finish the exam due to an unexpected medical or physical circumstance, or receives word of domestic affliction during the course of an exam, the student must inform the instructor or proctor immediately, submit the unfinished exam, and

Medical notes cannot be required. In cases other than illness, adequate documentation must be provided. For more information, contact your faculty or visit What to do when you are sick (students) on the office of the Registrar website.

  a. For final exams, the student must provide documentation and apply to their Faculty for a deferred exam within two working days following the cancelled final exam or as soon as the student is able, having regard to the circumstances underlying the cancellation. Students should consult their Faculty for detailed information on requirements. Also see Absence from Final Exams for details.

  b. For other exams, instructors may use their discretion to request supporting documentation. The student must contact the instructor within two working days of the exam or as soon as the student is able, having regard to the circumstances underlying the cancellation and present supporting documentation to the instructor if requested.

==Should a student write an exam, hand in the paper for marking, and later report extenuating circumstances to support a request for cancellation of the paper and for another exam, such request will not be entertained. Any student who requests a cancellation of their paper and subsequently applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour.==

8. **End of Exam:** When the signal is given to end the exam, students must promptly cease writing. If a student does not stop at the signal, the instructor has the discretion either not to grade the exam paper or to lower the grade on the examination.

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request that ==the exam== be cancelled. Students may provide supporting documentation by way of a form from the student's Faculty or a statutory declaration. Medical notes cannot be required. In cases other than illness, adequate documentation must be provided. For more information, contact your faculty or visit What to do when you are sick (students) on the office of the Registrar website.

  a. For final exams, the student must provide documentation and apply to their Faculty for a deferred exam within two working days following the cancelled final exam or as soon as the student is able, having regard to the circumstances underlying the cancellation. Students should consult their Faculty for detailed information on requirements. Also see Absence from Final Exams for details.

  b. For other exams, instructors may use their discretion to request supporting documentation. The student must contact the instructor within two working days of the exam or as soon as the student is able, having regard to the circumstances underlying the cancellation and present supporting documentation to the instructor if requested.

==Requests to cancel and reschedule an exam that has already been written and submitted will not be considered. However, students may apply for a reexamination. See Reexaminations for more information.==

8. End of Exam: When the signal is given to end the exam, students must promptly cease writing. If a student does not stop at the signal, the instructor has the discretion either not to grade the exam paper or to lower the grade on the examination.

Proposal prepared by: Carlo Dimailig (carlo@ualberta.ca), Jesse Luyendyk (jluyendy@ualberta.ca)
Proposal revision by: Rebecca Liaw (rbliaw@ualberta.ca)

Calendar Change Proposal for Deferred Final Exams Not Written

Rationale: The current regulations for Deferred Exams Not Written only account for Fall/Winter term. This change will extend these regulations to also include Spring and Summer terms.

Current	Proposed
https://calendar.ualberta.ca/content.php?catoid=36&navoid=11176	
Academic Regulations **…** **Deferred Final Exams** … **4. Fall/Winter Deferred Exams Not Written:** Students who have applied for a deferred final exam in accordance with Absence from Final Exams, but who have, for justifiable cause, not written the deferred exam on the scheduled date must reapply for a second and final opportunity to write the deferred exam. Application deadlines are noted below. Students must apply at their Faculty Undergraduate (Graduate) Office. The department will determine the date, time and place of the second deferred final exam and will notify the student. The date scheduled must be no later than the end of July. Once set, the date for a second deferral is final and applications for further deferrals will not be considered or accepted.	**Academic Regulations** **…** **Deferred Final Exams** … **4. Deferred Exams Not Written:** Students who have applied for a deferred final exam in accordance with Absence from Final Exams, but who have, for justifiable cause, not written the deferred exam on the scheduled date must reapply for a second and final opportunity to write the deferred exam. Application deadlines are noted below. Students must apply at their Faculty Undergraduate (Graduate) Office. The department will determine the date, time and place of the second deferred final exam and will notify the student. For Fall or Winter Terms, the date scheduled must be no later than the end of July. For Spring or Summer Terms, the date scheduled must be no later than the end of November. Once set, the date for a second deferral is final and applications for further deferrals will not be considered or accepted.
Absence from Deferred Exam Without Justifiable Cause: When a student is absent from a deferred final exam without acceptable reason, a final grade will be computed using a raw score of zero for the final exam.	**Absence from Deferred Exam Without Justifiable Cause:** When a student is absent from a deferred final exam without acceptable reason, a final grade will be computed using a raw score of zero for the final exam.
Deadline for Application: The application and the documentation pertaining to the absence must be presented to the Faculty within two working days following the scheduled date of the deferred exam missed or as soon as the student is able, having regard to the circumstances underlying the absence.	**Deadline for Application:** The application and the documentation pertaining to the absence must be presented to the Faculty within two working days following the scheduled date of the deferred exam missed or as soon as the student is able, having regard to the circumstances underlying the absence.

If the student receiving the privilege of writing a deferred exam does not write the exam by the scheduled deferred exam date, the privilege will be withdrawn and a final grade in the course will be recorded by the Office of the Registrar according to the grade/remark combination achieved by the student before the deferred final exam was granted. Prior to finalizing the student's grade, the Office of the Registrar will give 30 days written notice to the student's Faculty.	If the student receiving the privilege of writing a deferred exam does not write the exam by the scheduled deferred exam date, the privilege will be withdrawn and a final grade in the course will be recorded by the Office of the Registrar according to the grade/remark combination achieved by the student before the deferred final exam was granted. Prior to finalizing the student's grade, the Office of the Registrar will give 30 days written notice to the student's Faculty.

Proposal prepared by: Carlo Dimailig (carlo@ualberta.ca) and Jesse Luyendyk (jluyendy@ualberta.ca)

Calendar Change Proposal for Deferred Final Exams Sections

Current	Proposed
https://calendar.ualberta.ca/content.php?catoid=36&navoid=11176	

Academic Regulations
…
 	
Deferred Final Exams
 	
The following information is for students who have received approval for deferred final examination(s) in accordance with Absence from Final Exams.
 	
1. **Fall/Winter Deferred Final Exams:** Within the timelines described below, the time and place of the deferred final exam will be determined by the instructor. Instructors are encouraged to include the date, time and place of a deferred exam in the course outline should one be required.
    a. **Fall Term Deferred Final Exams:** Fall Term deferred final exams must be held by the end of Reading Week in accordance with the following provisions:
        i. If the date and time of the deferred exam are included in the course outline ~~given to students~~, the exam may be scheduled at any time prior to the end of Reading Week.
        ii. ~~Otherwise, mutually agreeable arrangements must be made with all students eligible for the deferred exam if it is to be held prior to January 19.~~
        iii. ~~In the absence of either of the above two arrangements the instructor will submit the time and place of the exam to the department office as early as possible and no later than January 12. It is important that students come to the~~
	Academic Regulations
	…
	
	Deferred Final Exams
	
	The following information is for students who have received approval for deferred final examination(s) in accordance with Absence from Final Exams.
	
	1. **Fall/Winter Deferred Final Exams:** Within the timelines described below, the time and place of the deferred final exam will be determined by the instructor. Instructors are encouraged to include the date, time and place of a deferred exam in the course outline should one be required.
	    a. **Fall Term Deferred Final Exams:** Fall Term deferred final exams must be held by the end of Reading Week in accordance with the following provisions:
	        i. If the date and time of the deferred exam are included in the course outline, the exam may be scheduled at any time prior to the end of Reading Week.
	        ii. If the date is not included in the course outline, the deferred exam may be scheduled prior to January 19 if all eligible students and the instructor agree to a date.
	        iii. In the absence of either of these two arrangements, the instructor will choose a deferred exam date between January 19 and the end of Reading Week. The time and place of the exam must be

department to obtain this information on January 15 or as soon as possible thereafter. The exam must be scheduled between January 19 and the end of Reading Week.

b. **Winter Term and Fall/Winter Deferred Final Exams:** Winter Term and Fall/Winter deferred final exams must be held by June 30 in accordance with the following provisions:

   i. If the date and time of the deferred exam are included in the course outline given to students, the exam may be scheduled at any time prior to June 29.

   ii. Otherwise, mutually agreeable arrangements must be made with all students eligible for deferred exam if it is to be held prior to May 18.

   iii. In the absence of either of the above two arrangements, the instructor will submit the time and place of the exam to the department office as early as possible and no later than May 8 (exception: students in the MD program should consult the undergraduate office for information on deadlines). It is important that students come to the department to obtain this information May 15 or as soon as possible thereafter. The exam must be scheduled between May 20 and June 30.

   Students who have not been previously informed must check with the department office on the specified date to obtain the time and place of the deferred final exam.

2. **Spring/Summer Deferred Final Exams:** The time and place of the deferred final exam will be determined by the instructor who will

submitted to the department office no later than January 12. Students must contact the department to obtain this information by January 15.

b. **Winter Term and Fall/Winter Deferred Final Exams:** Winter Term and Fall/Winter deferred final exams must be held by June 30 in accordance with the following provisions:

   i. If the date and time of the deferred exam are included in the course outline, the exam may be scheduled at any time prior to June 29.

   ii. If the date is not included in the course outline, the deferred exam may be scheduled prior to May 18 if all eligible students and the instructor agree to a date.

   iii. In the absence of either of these two arrangements, the instructor will choose a deferred exam date between May 20 and June 30. The time and place of the exam must be submitted to the department office no later than May 8 (exception: students in the MD program should consult the undergraduate office for information on deadlines). Students must contact the department to obtain this information by May 15.

2. **Spring/Summer Deferred Final Exams:** The time and place of the deferred final exam will be determined by the instructor who will make this information available to all

make this information available to all students in the course.

The exam must be held within two weeks of the date of the final examination missed and not later than August 31. In the case of 13-week classes in Engineering programs, the exam must be scheduled by September 14 and held prior to October 21.

3. **Exams Scheduled at the Same Time:** If a student discovers that they have two (or more) deferred exams scheduled at the same time, the student shall inform both instructors as quickly as possible and at least five days before the exam date. The instructors will consult with one another and make appropriate arrangements for the student.

4. **Fall/Winter Deferred Exams Not Written:** Students who have applied for a deferred final exam in accordance with Absence from Final Exams, but who have, for justifiable cause, not written the deferred exam on the scheduled date must reapply for a second and final opportunity to write the deferred exam. Application deadlines are noted below. Students must apply at their Faculty Undergraduate (Graduate) Office. The department will determine the date, time and place of the second deferred final exam and will notify the student. The date scheduled must be no later than the end of July. Once set, the date for a second deferral is final and applications for further deferrals will not be considered or accepted.

Absence from Deferred Exam Without Justifiable Cause: When a student is absent from a deferred final exam without acceptable reason, a final grade will be computed using a raw score of zero for the final exam.

Deadline for Application: The application and the documentation pertaining to the absence must be presented to the Faculty within two working days following the scheduled date of the deferred exam missed or as soon as the student is able, having regard to the circumstances underlying the absence.

If the student receiving the privilege of writing a

students in the course.

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Deadline for Application: The application and the documentation pertaining to the absence must be presented to the Faculty within two working days following the scheduled date of the deferred exam missed or as soon as the student is able, having regard to the circumstances underlying the absence.

If the student receiving the privilege of writing a deferred exam does not write the exam by the

deferred exam does not write the exam by the scheduled deferred exam date, the privilege will be withdrawn and a final grade in the course will be recorded by the Office of the Registrar according to the grade/remark combination achieved by the student before the deferred final exam was granted. Prior to finalizing the student's grade, the Office of the Registrar will give 30 days written notice to the student's Faculty.	scheduled deferred exam date, the privilege will be withdrawn and a final grade in the course will be recorded by the Office of the Registrar according to the grade/remark combination achieved by the student before the deferred final exam was granted. Prior to finalizing the student's grade, the Office of the Registrar will give 30 days written notice to the student's Faculty.

Proposal prepared by: Carlo Dimailig (carlo@ualberta.ca), Jesse Luyendyk (jluyendy@ualberta.ca)

UNIVERSITY OF ALBERTA

Governance Executive Summary
Action Item

Agenda Title	Rescission of the sub-delegation of authority to Facilities Development Committee

Motion

THAT the General Faculties Council approve the rescission of the sub-delegation of authority to the GFC Facilities Development Committee as set out in the Terms of Reference for GFC FDC section 4.2 and revise the corresponding section of the GFC Terms of Reference section 4.3 to take effect upon approval.

Item

Action Requested	☒ Approval ☐ Recommendation
Proposed by	General Faculties Council
Presenter(s)	Carolyn Sale, Elected Academic Staff Member, Arts, GFC

Details

Office of Administrative Responsibility	General Faculties Council
The Purpose of the Proposal is (*please be specific*)	The proposal is before General Faculties Council to rescind the sub-delegated authority to the Facilities Development Committee.
Executive Summary (*outline the specific item – and remember your audience*)	A notice of motion as per section 8.7 of the GFC Meeting Procedural Rules was made on September 19th, 2022 by Elected GFC member Carolyn Sale. The proposed motion suggested that proposals that came to FDC, where there were impacts on classroom, teaching, or academic office space, should be recommended to GFC who should then recommend to the Board. Instead, a revised motion was put to the GFC Executive Committee to rescind the authority sub-delegated by the General Faculties Council to FDC. The impact of the motion will be that GFC will approve all proposals concerning the design and use of all new facilities and the repurposing of existing facilities and to routinely report these decisions for information to the Board of Governors. As set out in the GFC Terms of Reference, this authority has been delegated from the Board of Governors to GFC.
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance	*Those who are actively **participating**:* ● Carolyn Sale, Elected Faculty Member, GFC ● General Faculties Council ● General Faculties Council Executive Committee
	*Those who have been **consulted**:* ● Kathryn Todd, Deputy Provost (Academic) and Chair, Facilities Development Committee ● Vice-President (Facilities and Operations), Andrew Sharman

Resources section Student Participation Protocol>	*Those who have been **informed**:* ● Members of the Facilities Development Committee ● Board Finance and Properties Committee
Approval Route (Governance) (including meeting dates)	GFC Executive Committee, October 3, 2022 (for recommendation) General Faculties Council, October 17, 2022 (for approval)

Strategic Alignment

Alignment with *For the Public Good*	Objective 21	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	☐ Enrolment Management ☐ Faculty and Staff ☐ Funding and Resource Management ☐ IT Services, Software and Hardware ☒ Leadership and Change ☐ Physical Infrastructure	☐ Relationship with Stakeholders ☐ Reputation ☐ Research Enterprise ☐ Safety ☐ Student Success
Legislative Compliance and jurisdiction	PSLA 26(1)(o) PSLA 19 (a,b,c,d) GFC Terms of Reference FDC Terms of Reference	

Attachments

1. Proposed Changes – FDC Terms of Reference
2. Proposed changes – GFC Terms of Reference
3. Notice of Motion – CS – As submitted to GFC Executive Committee

Prepared by: Kate Peters, peters3@ualberta.ca

1. **Mandate and Role of the Committee**
   The GFC Facilities Development Committee (FDC) is a standing committee of GFC with delegated authority to make recommendations to General Faculties Council and the Board of Governors. The committee reviews and recommends on general space and functional programs, the design and use of facilities, and policies related to facilities and planning.

   In addition, the President, Provost and Vice-President (Academic), and the Vice-President (Facilities and Operations) may refer matters to FDC for consideration or advice.

2. **Areas of Responsibility**
   a. Policy with respect to planning and facilities
   b. General Space Programs for Academic Units
   c. Design and use of all new facilities and repurposing of existing facilities
   d. Other matters within the purview of the committee

3. **Composition**
   Voting Members (13)
   Ex Officio (5)
   - Provost and Vice-President (Academic), Chair
   - Vice-President (Facilities and Operations)
   - Vice-President (Academic), Students' Union
   - Vice-President (Academic), Graduate Students' Association
   - Vice-Provost and University Registrar

   Elected by GFC (7)
   - 5 academic staff (A1.0), of which 3 are members of GFC (with no more than one representative from any Faculty); one of whom will be elected by the committee to serve as Vice-Chair for a one year term
   - 1 non-academic staff (S1.0, S2.0)
   - 1 undergraduate student member of GFC

   Cross Appointed (1)
   - 1 academic staff member of the GFC Academic Planning Committee (APC) elected by APC to serve a one year term

   Non-voting Members
   - University Architect
   - Associate Vice-President (Facilities and Operations)
   - University Secretary
   - GFC Secretary

4. **Delegated Authority from General Faculties Council and/or the Board of Governors**
   Should be reviewed at least every three years and reported to GFC.

   4.1 To approve proposed General Space Programs for academic units
   4.2 ~~To approve proposals concerning the design and use of all new facilities and the repurposing of existing facilities and to routinely report these decisions for information to the Board of Governors. In considering such proposals, FDC may provide advice, upon request, to the Provost and Vice-~~

.

~~President (Academic), Vice-President (Facilities and Operations), and/or the University Architect on the siting of such facilities.~~

5. Responsibilities Additional to delegated Authority
FDC is responsible for making recommendations to APC concerning policy matters with respect to the following:

5.1 Planning
     a. Comprehensive facilities development plan
     b. Long Range Development Plan (LRDP)

5.2 Facilities
     a. Planning and use of physical facilities including parking facilities and transportation
     b. Use of land owned or leased by the University
     c. Standards, systems and procedures for planning and designing physical facilities

5.3 Other
     a. Any other matter deemed by FDC to be within the purview of its general responsibility.

To initiate studies and make reports and recommendations on matters within the purview of FDC

6. Sub-Delegations from GFC Facilities Development Committee
Should be reviewed at least every three years and reported to GFC.

None.

7. Limitations to Authority
The following further refines or places limitations on authorities held by or delegated to FDC:

None.

8. Reporting to GFC
The Committee should regularly report to GFC with respect to its activities and decisions.

9. Definitions

University Facilities: All lands, buildings, and space owned, operated, or leased by or from the University of Alberta. (as per UAPPOL)

General Space Program: A general space program describes the current state of an academic, research and/or administrative unit's activities in terms of their space needs, including student, staffing and support requirements. A space program includes a space budget that outlines how much space the unit has currently, how much it will require in the near future, and also predicts what amount of space may be required over a long-term planning period. (as per UAPPOL)

~~Repurposing: Significant changes to the use of a facility, as determined by the Vice-President (Facilities and Operations) or delegate.~~

Space/Systems Renewal: Upgrades and improvements to space that involve renewed surface finishes and systems improvements. Renewal projects would apply to areas in which there is no change in use and would be used to upgrade large base building system deferred maintenance issues in order to

support current usage and operation. Examples of renewal include the following: repairs as repainting, replacement of flooring, replacing of piping, replacement of air systems, rebuilding of sidewalks, or upgrading a building envelope. (as per UAPPOL)

Renovation or Alteration: Any physical change to space that relates to more than renewed surface finishes. (as per UAPPOL)

Major Maintenance: Unplanned repairs and replacement that must be accomplished, but that is not funded by normal maintenance resources received in the annual operating budget cycle, and includes significant repairs and building system/component replacement in-kind. Examples include replacement of skylights, fire alarm systems, complete replacement of flooring for a department. (as per UAPPOL)

Repairs: Work to restore damaged or worn-out facilities (e.g., large-scale roof replacement after a wind storm) to normal operating condition. (as per UAPPOL)

Academic Staff: As defined by the Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Administrators and Colleagues in UAPPOL

Non-Academic Staff: As defined by the Recruitment Policy (Appendix B) Definition and Categories of Support Staff in UAPPOL

10. Links
Planning and Renovation of Existing Facilities Policy
Long Range Development Plan (LRDP)
Sector Plans
Current Construction Projects

Approved by General Faculties Council: October 30, 2017

1. Mandate and Role of the Committee

The University of Alberta is governed bicamerally by the Board of Governors and General Faculties Council (GFC); they share and balance power within the University and are called upon to provide both oversight and strategic vision. The proper functioning of the Board and GFC are essential to the university's institutional autonomy and the processes of collegial academic governance.

GFC is the University's senior academic governing body defined in the *Post-Secondary Learning Act (PSLA)* and is responsible for the **academic affairs** of the University, subject to the authority of the Board of Governors. The Board of Governors has primary responsibility for the business affairs of the institution.

2. Areas of Responsibility

General Faculties Council (GFC) operates by authority of the Post-Secondary Learning Act (PSLA). The PSLA allows GFC to delegate its responsibilities to GFC standing committees and other persons.

GFC has delegated authority on many matters to GFC standing committees, faculty councils, officials of the University, and other bodies (see Section 6), thus allowing it to focus on high level strategic items of academic significance which include, but are not limited to:
- high level strategic and academic stewardship policy issues or matters of significant academic consequence to the University;
- alterations to the mandate, terms of reference, composition, or structure of a Standing Committee;
- those things which a Standing Committee considers to be of major strategic significance to or long-term impact on the University;
- those matters on which, in the opinion of a Standing Committee chair, there has been a strong division of opinion within the Standing Committee; and
- issues in which there is a lack of clarity as to which Standing Committee is responsible.

3. Composition

Voting Members (162)

Statutory:
   Ex-officio (27) – PSLA, Sec 23(a)
      - President, Chair
      - Vice-Presidents (6)
      - Dean of each Faculty (18)
      - Vice-Provost and Chief Librarian
      - Vice-Provost and University Registrar

   Statutory Student Members (3) – PSLA, Sec 23(c)
      - 2 students nominated by the Students' Union
      - 1 student nominated by the Graduate Students' Association

   Elected members (54) – PSLA, Sec 23(b)
      - full-time academic staff (A1.1 and A1.6) elected by Faculty/School Council in the numbers assigned by GFC

Appointed -- *PSLA, Sec 23 (d)*:
Elected Students
- undergraduate students (40)
- graduate students (14)

Other appointees (24)
- Vice-Provost and Dean of Students, or delegate
- President of AASUA
- President of St. Joseph's College, or delegate
- Principal of St. Stephen's College, or delegate
- 1 representative from Chairs' Council
- Board of Governors Representatives (6)
  • 1 academic staff member, nominated to the Board by GFC
  • 1 academic staff member, nominated to the Board by AASUA
  • 2 undergraduate students, nominated to the Board by the Students' Union
  • 1 graduate student, nominated to the Board by the Graduate Students' Association
  • 1 non-academic staff, nominated to the Board by NASA
- 2 non-academic staff; elected by NASA, up to 1 may be from excluded category
- 1 APO/FSO Representative, elected by AASUA
- 2 Academic Teaching Staff (ATS), elected by AASUA
- 3 library academic staff elected by the academic staff of the University Library
- 1 Postdoctoral Fellow, elected by the Postdoctoral Fellows Association
- 1 elected Management and Professional Staff (MAPS) representative, election conducted by University Governance
- 3 College Deans

Reapportionment of elected faculty and student seats takes place every three years with at least one faculty and one student per Faculty.

Each Faculty shall adopt a method of election for their respective elected faculty representatives to GFC. Academic staff members serve three year terms, elected individuals may serve more than one term. Faculties may elect members to serve one- or two-year terms in order to provide overlapping terms. Persons on leave normally do not serve.

Elected students are elected in accordance with the principles approved by GFC February 3, 1971. Student members serve a one year term, elected individuals may serve more than one term.

The President will chair GFC. In the absence of the President, GFC will be chaired by the Provost or by the Dean serving on the GFC Executive Committee.

Non-voting Members
- University Secretary
- GFC Secretary

4. Delegated Authority from the Board of Governors
Should be reviewed at least every three years and reported to GFC and the Board.

4.1 <u>Physical Testing and Immunization of Students</u> - individual Faculty regulations (sub-delegated to GFC Academic Standards Committee)

4.2 General Space Programs for academic units (sub-delegated to GFC Facilities Development Committee)

4.3 Proposals concerning the design and use of all new facilities and the repurposing of existing facilities ~~(sub-delegated to GFC Facilities Development Committee)~~

5. Responsibilities Additional to Delegated Authority

5.1 Receive an information session on the proposed budget each year just prior to being introduced to the Board approval process, and receive information on the budget, however 'soft', at the first GFC meeting in September.

6. Delegations from General Faculties Council
Should be reviewed at least every three years and reported to GFC.

6.1 The PSLA allows GFC to delegate its responsibilities to GFC standing committees and other persons. Specific delegations from GFC are outlined in the following:

GFC Delegations

7. Limitations to Authority

GFC is subject to the authority of the Board of Governors

8. Reporting

GFC reports regularly to the Board of Governors with respect to its activities and decisions through the GFC nominee to the Board of Governors.

9. Definitions

Reapportionment - The process by which the number of members that may be elected by each Faculty is determined. This number elected faculty members shall be proportional to the number of faculty members in each Faculty. The number of elected undergraduate student members shall be proportional to the number of undergraduate students in each Faculty. It is, in effect, a "representation-by-population" system. Reapportionment occurs every three years.

Academic staff – as defined by the Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Administrators and Colleagues in UAPPOL

Non-Academic staff – as defined by the Recruitment Policy (Appendix B) Definition and Categories of Support Staff in UAPPOL

AASUA – Association of Academic Staff University of Alberta

NASA – Non-Academic Staff Association

Repurposing - Significant changes to the use of a facility, as determined by the Vice-President (Facilities and Operations) or delegate.

University Facilities - All lands, buildings, and space owned, operated, or leased by or from the University of Alberta. (as per UAPPOL)

10. Links

[Procedure for Reapportionment](#)

[GFC Apportionment Table](#)

[Post-Secondary Learning Act (2003)](#)

Approved by General Faculties Council:
April 29, 2019
September 20, 2021

Carolyn Sale
Motion for the General Faculty Council's Meeting of 17 October 2022
Amendment of the "Terms of Reference"
for the Facilities Development Committee

Further to the "Notice of Motion" provided at the 19 September 2022 meeting of the General Faculties Council, the following motion is brought forward for the consideration of the General Faculties Council at its meeting of 17 October 2022.

Whereas, under section 26.1(o) of Alberta's *Postsecondary Learning Act*, the General Faculties Council has (amongst its other "powers") the authority to make recommendations to the Board of Governors:

> (o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university; and

Whereas, under section 19 of the *Postsecondary Learning Act*, the Board of Governors "must consider the recommendations of the general faculties council, if any, on matters of academic import prior to providing for:

> (a) the support and maintenance of the university,
> (b) the betterment of existing buildings,
> (c) the construction of any new buildings the board considers necessary for the purposes of the university,
> (d) the furnishing and equipping of the existing and newly erected buildings . . . .;

Whereas the Facilities Development Committee "is a standing committee of GFC with delegated authority to make recommendations to General Faculties Council and the Board of Governors" on "general space and functional programs, the design and use of facilities, and policies related to facilities and planning"; and

Whereas the General Faculties Council may at any time reconsider, revise, and change any authority delegated to one of its standing committees; and

Whereas the delegated authorities of all standing committees of the General Faculties Council are to be reviewed every three years and the delegated authority given to the Facilities Development Committee was last reviewed by GFC at 30 October 2017; and

Whereas, in the course of debate on a motion to disband the Facilities Development Committee at its meeting of 6 June 2022, members of the General Faculties Council expressed several concerns about the authority it has delegated to the Facilities Development Committee, with special concern expressed for decision-making around the "removal" of certain University buildings from "inventory";

It is moved that 4.2 of the "Terms of Reference" for the Facilities Development Committee be amended to **add** to the first sentence, which currently declares that the committee has the authority:

To approve proposals concerning the design and use of all new facilities and the repurposing of existing facilities and to routinely report these decisions for information to the Board of Governors

the following wording:

. . . except where the proposals could involve a reduction in the number of classrooms or academic staff offices, or the loss of spaces which might be used for classrooms or academic staff offices, in which case the proposal will come to GFC for its consideration and recommendation before it proceeds to the Board of Governors for its consideration.

Carolyn Sale
Motion for the General Faculty Council's Meeting of 17 October 2022
Notice to GFC in regard to policies

Further to the "Notice of Motion" provided at the 19 September 2022 meeting of the General Faculties Council, the following motion is brought forward for the consideration of the General Faculties Council at its meeting of 17 October 2022.

Whereas section 26.1 of Alberta's *Postsecondary Learning Act* declares that:

> "Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority" over various things specified in 26.1; and

Whereas section 26.1(o) of Alberta's *Postsecondary Learning Act*, states that the General Faculties Council has the authority to:

> (o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university;

Whereas the General Faculties Council cannot exercise its statutory powers under the *Postsecondary Learning Act* unless it is advised, in advance and in a timely manner, of all policies that the President or the Provost intends to take to the Board of Governors for its consideration;

It is moved that the President shall provide the General Faculties Council with notice of all policies that the President or the Provost intends to take to the Board of Governors for its consideration so that the General Faculties Council will have both the opportunity and sufficient time to exercise its statutory right to make recommendations to the Board on any matter "considered by the general faculties council to be of interest to the university."

Carolyn Sale
Motion for the General Faculty Council's Meeting of 17 October 2022
GFC to consider "College Dean Selection Procedure"

Whereas section 26.1 of Alberta's *Postsecondary Learning Act* declares that:

> "Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority" over various matters specified in 26.1; and

Whereas section 26.1(o) of Alberta's *Postsecondary Learning Act*, states that the General Faculties Council has the authority to:

> (o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university; and

Whereas the General Faculties Council cannot exercise its statutory powers under the *Postsecondary Learning Act* unless it is advised, in advance and in a timely manner, of all policies that the President or the Provost intends to take to the Board of Governors for its consideration and approval; and

Whereas at its meeting of 17 June 2022, the Board of Governors considered and approved a new policy, "College Dean Selection Procedure," presented to it by the Provost without the policy having been presented to the General Faculties Council for its consideration and recommendation;

The General Faculties Council requests that the Board of Governors not act upon or continue to act upon this "Procedure" until such time as the General Faculties Council has had the opportunity to consider and make a recommendation to the Board on the "Procedure," as its statutory right.

Question from GFC Elected Academic Staff Member Carolyn Sale on Revenue

Since 2019, the University of Alberta has received a series of very deep cuts to its budget from Jason Kenney's United Conservative Party government. What was the expected contribution to from the government to the University's revenues in 2019-2020 before the first "in-year" cuts were delivered? What is the cumulative total of the provincial government's cuts to its contributions to the university since 2019? What would the provincial government's contribution to the university's budget have been in 2022-23 if it had not cut its contribution each year across this series of years?

What was the total revenue from tuition in each of these years?

Response from University Services & Finance (Resource Planning)

The Provincial Base Operating Grant (in $000s) for the past 5 years is as follows:

2018-19	$659,243
2019-20	614,822
2020-21	548,925
2021-22	488,755
2022-23	436,595

Total reduction in the Base Operating Grant since 2018-19 has been $222,648 which is an overall decline of 34%.

It is difficult to estimate what the provincial government's contribution to the 2022-23 budget would have been without the cuts. At minimum, it would have been the starting point before the cuts, i.e. $659 million, plus perhaps some modest increases to offset the impact of inflation in those years.

The Tuition and Fees revenue numbers are taken straight out of our audited financial statements, which are publicly available on our website.

Student Tuition and Fees revenue (in $000s) for the past 5 years is as follows:

2018-19	$353,280
2019-20	362,593
2020-21	387,315
2021-22	434,622
2022-23	463,270 (budgeted amount)

Question from GFC Elected Academic Staff Member Carolyn Sale on Implementation of Recommendations from the ad hoc Review Committee

At its meeting of 8 February 2021, GFC went into a ["Committee of the Whole" discussion](#) in response to various governance difficulties across the Fall of 2020. Amongst the Committee's recommendations was one for the creation of an *ad hoc* committee to review everything that had occurred in relation to the governance processes for academic restructuring and make recommendations to GFC to prevent future difficulties. GFC approved the terms of reference for the committee at its June meeting. The committee began its work in October 2021, under chair Heather Coleman (History and Classics) and Sue-Ann Mok (Biochemistry, FOMD), and issued its final report to GFC at GFC's meeting of 21 March 2022.

The *ad hoc* committee's final report notes that in addition to "recommend[ing] a number of steps" to be followed in the future, whenever the university was developing proposals for "major academic change," the committee was also "propos[ing] measures to clarify and reassert GFC's decision-making role in bicameral collegial governance." These measures were responses to the report's position that GFC had been treated, during 2020, merely as "just one of many bodies to be consulted for feedback" rather than as "the senior body for academic affairs in the University's system of collegial governance." The report noted that the committee was more specifically responding to GFC's belief that, after it had done the work of recommending a "compromise" between what the senior administration and Board desired, the creation of "executive" or "college" deans, and the university community's rejection of "a further layer of academic administration of top of the faculty structure," GFC had been "bypassed" as a result of the president's actions at the Board's meeting of 11 December 2020. The climactic paragraph of the report declares:

> The events of Fall 2020 demonstrated the need to reinvigorate bicameral governance at the University of Alberta and to take seriously the role of GFC as the body responsible for the academic affairs of the university. The process of consultation and decision-making on academic restructuring revealed that GFC cannot be a decision-making body without also having a central deliberative role in the development of proposals.

The report then concluded with two sets of seven recommendations. The second set of recommendations includes:

> 2) Both GFC members and members of the Board of Governors should receive systematic education and regular reminders about the purpose, nature, and best practices of collegial governance.

and

> 7) If GFC is truly the highest academic decision-making body at the university, it needs access to the full range of data to understand the impact of its decisions. A rigid categorization of academic and administrative matters does not represent reality and thus undermines effective

decision-making. If GFC believes it needs information in order to make a decision within its jurisdiction, that information should be provided.

What steps is the university administration taking to implement the two sets of recommendations in the *ad hoc* committee's report?

And what specific steps is it taken to implement the two recommendations quoted above?

Response from Brad Hamdon, University Secretary and General Counsel

Regarding recommendation #2, University Governance has actively addressed the principles of collegial governance in orientation of Board and GFC members and sessions that are developed address the balance of responsibilities between the two bodies. University Governance is responsible for these activities and will continue to look for ways to enhance the orientation activities.

Response from Bill Flanagan, President and Vice-Chancellor and Chair, General Faculties Council

Regarding recommendation #7, Administration is committed to proactive sharing of information and transparency. GFC Executive Committee is responsible for preparing the GFC agenda including ensuring that items are prepared and ready for decision at GFC. This includes reviewing the information that is to be provided to GFC in support of the items to be placed on the GFC agenda, and recommending that additional data or information be provided to support GFC's consideration.

Item No. 12

Governance Executive Summary
Advice, Discussion, Information Item

Agenda Title	Proposed Changes to the Terms of Reference and Procedures for the GFC Nominating Committee

Item

Proposed by	General Faculties Council
Presenter	Jerine Pegg, GFC Elected Faculty Member and Chair of Subcommittee on Governance and Procedural Oversight (Exec GPO), and member GFC Executive Committee; Kate Peters, Secretary to General Faculties Council

Details

Office of Administrative Responsibility	University Governance
The Purpose of the Proposal is (please be specific)	The proposal is before the committee as part of the regular review of GFC committee terms of reference and delegations of authority.
Executive Summary (*outline the specific item – and remember your audience*)	Terms of Reference GFC Executive's Subcommittee on Governance and Procedural Oversight (GPO) discussed the GFC Nominating Committee terms of reference at their meeting of January 24 and February 7, 2022. And reviewed updated EDI language that was circulated via email on February 23, 2022. The advice from GPO includes the following proposed changes: • changes to composition to allow for more diverse membership • editorial changes to provide clarity and consistency • moving the authority to recommend candidates, that was listed incorrectly in 5.1, to 4.1 (consider the limitations to that authority in 7.1) • greater emphasis on Indigenous Initiatives, Equity, Diversity, and Inclusion (IEDI) in the role and mandate of the committee • the duty of the Chair to report back to the committee after providing advice on selection/review committees • added language around providing feedback regarding composition of other committees or bodies When the GFC Nominating Committee (NC) was consulted on the proposed changes to their terms of reference, members objected to including at-large members in the committee composition. Members of NC expressed that all members of NC should also be members of GFC. GPO discussed the committee composition at length, and considered the Nominating Committee's objection to including at-large members. Nonetheless, GPO disagreed with NC and their advice is that NC's membership should be revised to allow inclusion of elected GFC members from other staff categories as well as up to one at-large academic staff member but with preference to GFC members, noting

	concerns with workload and the importance of increasing the diversity of perspectives on NC. <u>Draft Procedures</u> The GFC Nominating Committee has revised their procedures to streamline and provide clarity on NC processes. Proposed changes to the procedures include: • strengthening the language related to IEDI and adding consideration of the University's Vision, Mission, and Values • indicating that meetings will be held in open session and the committee will move in camera when required to ensure the review and discussion of nominations is confidential • revised language regarding conflict declarations and objectivity
Supplementary Notes and context	

Engagement and Routing (Include proposed plan)

Consultation and Stakeholder Participation	GFC Executive Subcommittee on Governance and Procedural Oversight, Meetings on January 24, February 7, and via email on February 23, 2022 GFC Nominating Committee, January 26, 2022 Evelyn Hamdon-Senior Advisor, Equity and Human Rights, February 2022 GFC Executive - April 11 and October 3, 2022 General Faculties Council – (May 2, June 6, 2022 - items were deferred) October 17, 2022

Strategic Alignment

Alignment with *For the Public Good*	Objective 21	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	☐ Enrolment Management ☐ Faculty and Staff ☐ Funding and Resource Management ☐ IT Services, Software and Hardware ☐ Leadership and Change ☐ Physical Infrastructure	☒ Relationship with Stakeholders ☒ Reputation ☐ Research Enterprise ☐ Safety ☐ Student Success
Legislative Compliance and jurisdiction	GFC Executive Committee Terms of Reference GFC Executive Subcommittee on Governance and Procedural Oversight Terms of Reference	

Attachments:

1. GFC Nominating Committee Draft Terms of Reference
2. GFC Nominating Committee Draft Procedures

Links:

[Current GFC Nominating Committee Terms of Reference](#)
[Current GFC Nominating Committee Membership Replenishment Procedures](#)

Prepared by: University Governance

1. **Mandate and Role of the Committee**
   The Nominating Committee (NC) is a standing committee of GFC responsible for recommending ~~individuals~~ candidates to serve on GFC standing committees and other bodies requiring representation from GFC or the University community. In putting forward its recommendations, the Committee will ensure the best possible match between ~~prospective members~~candidates and the committees to which they are nominated, and ~~ensure~~ the broadest possible base of representation and diversity. To accomplish this, the Committee will work to ensure committees are inclusive of women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and will seek to ensure membership that can bring diversity of perspectives to decision making.

2. **Areas of Responsibility**
   a. Review and recommend candidates to GFC for the replenishment of GFC standing committees and other bodies requiring representation from the university community.
   b. Develop and support engagement and communication strategies to encourage individuals to apply to serve on GFC, GFC standing committees and/or other governance bodies.
   c. Appoint the Chair and Vice Chair of the GFC Student Conduct Policy Committee (SCPC)
   d. **The Chair** may be called upon to provide input/feedback on other bodies seeking representation from the university community including, but not limited to, Selection/Review Committees (Vice-Presidents and Deans), major award selection committees.

3. **Composition**
   Voting Members (13)
   Ex-officio (2)
   - Vice-President (Academic), Graduate Students' Association
   - Vice-President (Academic), Students' Union

   Elected by GFC (11)
   - ~~7~~ 5 academic staff (A1.1, A1.5, A1.6, A1.7) (preference to members of GFC):~~,~~
     - at least ~~5~~ 2 who are current members of GFC ~~and~~
     - up to 2 recent former GFC members
     - up to 1 from at-large*.
       (~~One~~ Two member~~s~~, ideally ~~a~~ member~~s~~ of GFC, will be elected by the committee to serve as Chair and Vice-Chair.)~~One member, ideally a member of GFC, will be elected by the committee to serve as Vice-Chair.~~
   - 2 elected academic staff members from GFC (from any staff category)
   - 1 Faculty Dean
   - 1 elected non-academic staff (S1.0) from GFC
   - 1 undergraduate student from GFC
   - 1 graduate student from GFC

   Non-voting Members
   - University Secretary
   - GFC Secretary
   - Appeals Coordinator as defined in the Code of Student Behaviour, Code of Applicant Behaviour and the Practicum Intervention Policy

4. **Delegated Authority from General Faculties Council**
Should be reviewed at least every three years and reported to GFC.

> 4.1 Review applications and recommend candidates to fill vacancies on GFC standing committees and other bodies requiring representation from the university community.

4.1~~4.2~~ Discretionary power to ~~nominate~~recommend candidates for terms of less than three years, should such be needed, to provide an overlap of experience in committees of GFC. This discretionary power may be exercised at the request of the committee involved. Terms of one or two years will be submitted by the Nominating Committee in the same manner as for three-year terms.

4.2~~4.3~~ Appoint the Chair and Vice-Chair of the GFC Student Conduct Policy Committee (SCPC).

5. **Responsibilities Additional to Delegated Authority**
~~5.1 Review and recommend to GFC the replenishment of GFC standing committees and other bodies requiring representation from the university community.~~

5.2~~1~~ Develop and support engagement and communication strategies to encourage individuals to apply to serve on GFC, GFC standing committees and/or other governance bodies.

5.2 The Committee may be called upon to provide input/feedback on the composition of other committees or bodies representing the university community.

5.3 Duties of the Nominating Committee Chair
   a. The Chair may be called upon to provide input/feedback on other bodies seeking representation from the university community including, but not limited to, Selection/Review Committees (Vice-Presidents and Deans), major award selection committees.The Chair will share the details of these consultations with the committee at the next regular committee meeting.

6. **Sub-delegations from Nominating Committee**
Should be reviewed at least every three years and reported to GFC.

None.

7. **Limitations to Authority**
The following further refines or places limitations on authorities held by or delegated to NC:

7.1 The committee provides a report of its ~~recommendations~~recommended candidates to GFC who will then have the opportunity to add further eligible nominees. If further eligible nominations are received, an election ~~may~~will be held according to the GFC Nominating Committee ~~process~~ Procedures which can be found at governance.ualberta.ca; otherwise, the report of the committee is considered approved and the ~~nominees~~recommended candidates elected.

7.2 The Nominating Committee will be replenished by the same rigorous process as the GFC standing committees (see ~~5~~4.1) and in accordance with its mandate.

8. **Reporting to GFC**
The Committee should regularly report to GFC with respect to its activities and decisions.

9. **Definitions**
    Academic staff – as defined by the Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Administrators and Colleagues in UAPPOL

    Non-Academic staff – as defined by the Recruitment Policy (Appendix B) Definition and Categories of Support Staff in UAPPOL

10. **Links**
    UAPPOL (Recruitment Policy, Awards for Faculty Excellence Policy)

Approved by General Faculties Council:
April 30, 2018
Updated approval date

Operating Framework:

- GFC Nominating Committee (NC) Procedures must align to the [Principles for General Faculties Council (GFC) Standing Committee Composition](#) and the [NC Terms of Reference](#).
- NC is responsible for recommending candidates to serve on GFC standing committees and other bodies requiring representation from GFC or the university community as specified within each of the committees/bodies' approved terms of reference.
- In putting forward its recommendations, the Committee will consider the University's [Vision, Mission, and Values](#), and commitments to Indigenous Initiatives, Equity, Diversity, and Inclusion (IEDI), and work to ensure the best possible match between candidates and the committees to which they are nominated, and the broadest possible base of representation and diversity.
- Judiciary student panelists may receive terms of appointment of up to 2 years, with overlapping membership terms particularly in spring and summer, while academic staff panelists normally serve for three-year terms.
- Student members of GFC Standing Committees serve a one-year term, running May 1 to April 30, while staff members normally serve three-year terms, running July 1 to June 30.

Advertising Vacancies:

Annual Replenishment

Each spring, in preparation for the annual membership replenishment process, the NC Coordinator (NCC) compiles a list of anticipated vacancies for the upcoming academic year. Anticipated vacancies and application deadlines are advertised through campus-wide broadcasting and engagement efforts shared by members of NC, GFC, Faculties, Students' Union, Graduate Students' Association, and academic staff and staff unions.

In-Year Vacancies

When seats remain unfilled or are vacated during the governance cycle, vacancies will be published online in [Current Membership Vacancies](#) and updated as needed.

For both annual replenishment and in-year vacancies, The NC Chair, GFC Secretary, and Members of NC may reach out to GFC, various constituency groups, and individuals to encourage applications.

Application Forms:

Those interested in an anticipated or current vacancy must self-nominate, or be nominated by a colleague, and submit an online [application form](#). The application form asks for constituency and contact information, a summary of interest, a biographical sketch, and an equity, diversity, and inclusion statement. Information submitted on application forms will be used only for NC's confidential deliberations and will not be shared without permission.

Judiciary Panelist Applications

The University Appeals and Compliance Officer (ACO) will initiate an introductory meeting with each student and staff judiciary panel applicant. This informal discussion offers the applicant information about the role and membership expectations. Interested individuals may also contact the ACO in advance of application for more details.

To be considered for a position as a judiciary panelist, interested students must submit three (3) personal references. Reference checks are conducted in strict confidence by the ACO.

NC Meetings:
NC meetings are held in open session and the committee moves in camera when required to ensure the review and discussion of nominations is confidential. Votes are also confidential, and the report to GFC contains only the slate of recommended candidates.

To help inform membership recommendations, the NC will:
- consider the University of Alberta's Vision, Mission, and Values, and commitments to IEDI;
- review terms of reference, committee compositions, and current membership; and
- review the information submitted through the application form and discuss the attributes and relevant qualifications of each applicant.

Nominations are duly moved and seconded and decided by a majority vote. In the course of its deliberations and voting, the NC may decide not to nominate an applicant for a vacancy.

E-Votes
Between regularly scheduled meetings, the Chair and NCC may decide to hold an e-vote to fill a vacancy. Upon receipt of an e-vote request, any committee member may ask that the matter be debated at the next meeting, or at a special meeting, and the vote delayed until after that debate.

Conflict Declarations and Objectivity as a Committee Member
NC members must disclose to the committee any potential, apparent or actual conflict with an applicant where their personal interests, whether direct or indirect, conflict or appear to conflict with the member's responsibility to the Committee or to the University. Objectivity is a standard that promotes fair decision making by focusing on facts and evidence, not on the personal judgment of one person or group or on individual biases, interpretations, feelings, beliefs, and imaginings. If a member declares a conflict, or feels that they cannot act fairly and objectively, they may recuse themselves or the NC will discuss and determine whether the nature of the relationship is such that the committee member may not act fairly and objectively. Where the NC finds that to be the case, the committee member will withdraw from the meeting for any discussion or vote related to that applicant.

If an NC serving member submits an application for a vacancy, the Committee Chair will ask the member to withdraw from the meeting during the related discussion and vote.

Confirmation with Applicants
The NCC will contact all applicants regarding the NC's nominations. A candidate will be asked to confirm their continued interest before the nominations are forwarded to GFC.

Nominations and Reports to GFC:
GFC is the final approver of all appointments to its standing committees, university-level appeal bodies and other committees to which GFC elects. The NC reports its recommendations to GFC by email. This is an opportunity for members of GFC to put forward additional names by the deadline specified. If there are no additional nominations received by the deadline, the report of the committee is considered approved and the slate of candidates recommended by NC are elected.

Upon receipt and consideration of an NC Report, a GFC member may submit an additional nomination. Additional nominations must be received by the NCC before the deadline specified in the report and be supported by a completed and submitted application form. If an eligible nomination comes forward, an election by GFC will be held using e-vote mechanisms.

General Faculties Council Standing Committee Report

GFC Executive Committee

1. Since last reporting to GFC, the GFC Executive Committee met on October 3, 2022.

2. Items Approved With Delegated Authority
    − Aboriginal to Indigenous Wording Change in the University Calendar
    − Draft Agenda for the October 17, 2022 Meeting of General Faculties Council

3. Items Recommended to the Board of Governors
    - Request that the Board pause implementation of the College Dean Selection Procedure

4. Items Discussed
    − Review of the GFC Nominating Committee Terms of Reference and Procedures

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

Submitted by:
W Flanagan, Chair
GFC Executive Committee

Item No. 14

General Faculties Council Standing Committee Report

GFC Academic Planning Committee

1. Since last reporting to GFC, the GFC Academic Planning Committee met on September 21, 2022 and October 5, 2022.

2. Items Approved with Delegated Authority

September 21, 2022
  – Proposal to establish the University of Alberta Engineering Research Chairs program in the Faculty of Engineering

3. Items Discussed

October 5, 2022
  – Update on the College Dean's progress and plans
  – Online and Continuing Education
  – Review of the APC Terms of Reference

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

Submitted by:
Verna Liu, Chair
GFC Academic Planning Committee

Item No. 15

General Faculties Council Standing Committee Report

GFC Programs Committee

1. Since last reporting to GFC, the GFC Programs Committee met on September 15, 2022.

2. Items Approved with Delegated Authority from GFC
   – Course and Minor Program Changes
     o Business
     o Education
     o Medicine and Dentistry
     o Native Studies
     o Nursing
     o Science

3. Items Recommended to GFC
   – Proposed Revision to the Exploration Credits Policy

4. Items Discussed
   – Changing "Aboriginal" to "Indigenous" in the 2023-2024 *University Calendar*
   – Recommendations from the Embedded Certificate Working Group
   – External Programs for Review and Programs in Progress on Campus: Standing Item

Terms of reference and records of meetings for this committee are available here:
https://www.ualberta.ca/governance/member-zone/gfc-standing-committees/index.html#GFC_PC

Submitted by:
Janice Causgrove Dunn, Chair
GFC Programs Committee

Item No. 17A

Governance Executive Summary
Advice, Discussion, Information Item

Agenda Title	Metrics Associated with Academic Restructuring (UAT/College Metrics)
	● Financial
	● Support Services Quality

Item

Proposed by	Verna Yiu, Interim Provost and Vice-President (Academic)
	Todd Gilchrist, Vice-President (University Services and Finance)
Presenter	Deborah Williams, Associate Vice-President and Chief Analytics Officer
	Logan Mardhani-Bayne, Strategic Development Manager

Details

Responsibility	Office of the Provost and Vice-President (Academic)
	Office of the Vice-President (University Services and Finance)
The Purpose of the Proposal is (please be specific)	This report provides an update on the College Metrics that fall under the purview of BFPC.
Executive Summary (*outline the specific item – and remember your audience*)	On December 11, 2020, the Board of Governors passed three motions that created the new College structure and its leadership model for the University. Subsequently, on June 18, 2021, the Board approved the following metrics in order to track implementation progress:
	● Financial Metrics
	● Quality of Shared Services Metrics
	● Interdisciplinarity
	The report attached focuses on the first two metrics, which fall under the purview of BFPC.
	The second metric has been renamed in the current document from "Quality of Shared Services" to "Support Services Quality Metrics" in order to reflect the fact that it is a measure of satisfaction with end-to-end services, not just those delivered by the Shared Services unit.
	The third metric, interdisciplinarity, is tracked and reported to the Board Learning, Research and Student Experience Committee.
	Financial Metrics
	The current report provides the Q1 measures for the Financial Metrics:
	● Administrative Staff at Colleges relative to Faculties
	● Proportion of Academic Leaders within Colleges Compared to Faculties
	Cost of Delivery by Colleges relative to Faculties is updated annually and is therefore not included in this report.
	First-quarter results are consistent with the goals of the college model. They show an overall decrease in the total number of salaried administrative FTE, and show that administrative FTE are beginning to be consolidated within the colleges. Overall college administrative staff costs are approximately on track with last year's total.

	Quality of Support Services Metrics ● Support Services End-to-End User Satisfaction Survey ● UniForum Satisfaction Survey ● Leadership Satisfaction Survey As previously noted, quarterly reports summarizing the Support Services (former Shared Services) Survey will be compiled to provide an update at each BFPC meeting, with the FY 2023 Q1 version presented here. The Q1 Support Services End-to-End User Satisfaction Survey results demonstrate strong satisfaction with the services provided. Satisfaction has actually increased for all questions in the May survey as compared to the April survey. Particularly, the overall satisfaction rating has increased from 65.3% in April to 77.6% in May. The proportion of respondents indicating their requests were resolved has climbed from 74.7% to 87.7%. As anticipated, given the adoption of a new service management tool by the Staff Service Centre in July (Freshservice), the methodology for future surveys is currently under discussion due to the tool's additional capabilities. It is expected that enhanced surveys will take place starting in September, after a brief pause due to the transition. The UniForum Satisfaction Survey reporting will depend on when the survey is administered again (typically every 2 years, but it could be between 1 and 3 years). An approach has been developed for the Leadership Satisfaction Survey, which includes both a survey question and small group sessions. A summary report of the survey and the small group sessions will be provided to BFPC at the November 27, 2022, meeting, with subsequent results expected at the May 2023 meeting. **Risks** Given that there is a wide range of stakeholders with an interest in the outcomes, the expectations for what the college model will be able to deliver are not uniform, so there is a risk of failing to meet expectations even if great progress is made. **Opportunities** The college model should be able to deliver financial savings, and more importantly, efficiency gains that will benefit the institution.
Supplementary Notes / context	

Engagement and Routing (Include proposed plan)

Consultation and Stakeholder Participation	● Office of the Provost ● Office of the Vice-President (University Services and Finance) ● Shared Services Office ● Office of Performance, Analytics and Institutional Research ● University Initiatives Office

Strategic Alignment

Item No. 17A

Alignment with *For the Public Good*	SUSTAIN. Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.
	Objective 22: Secure and steward financial resources to sustain, enhance, promote, and facilitate the university's core mission and strategic goals.
Alignment with Core Risk Areas	Please note below the specific institutional risk(s) this proposal is addressing.

☐ Enrolment Management	☐ Relationship with Stakeholders
☐ Faculty and Staff	☐ Reputation
☒ Funding and Resource Management	☐ Research Enterprise
☐ IT Services, Software and Hardware	☐ Safety
☒ Leadership and Change	☐ Student Success
☐ Physical Infrastructure	

Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA)
	BFPC Terms of Reference

Attachments

1. College Metrics - Financial and Support Services Qualty Metrics (11 pages)

Prepared by:
Deborah Williams, Associate Vice-President and Chief Analytics Officer (deborah.williams@ualberta.ca)
Logan Mardhani-Bayne, Strategic Development Manager (logan.mardhani-bayne@ualberta.ca)

UNIVERSITY OF ALBERTA

College Metrics

Financial and
Support Services Quality Metrics

Fiscal Year 2023 Q1

Prepared by:

PERFORMANCE, ANALYTICS AND INSTITUTIONAL RESEARCH (PAIR)

OFFICE OF THE PROVOST & VICE-PRESIDENT (ACADEMIC)

Date:
Sept. 27, 2022

Table of Contents

Metrics Associated with Academic Restructuring (College Metrics)
Board Finance and Property Committee | September 27, 2022

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Background

On December 11, 2020, the Board of Governors passed three motions that created the new College structure and its leadership model for the University of Alberta. Subsequently, on June 18, 2021, the Board approved the following metrics in order to track implementation progress:

- Financial Metrics
- Quality of Shared Support Metrics (now titled Support Services Quality Metrics)
- Interdisciplinarity

This report focuses on the first two: Financial Metrics and Support Services Quality Metrics, which fall within the mandate of the Board Finance and Property Committee (BFPC). The third metric is tracked and reported to the Board Learning, Research and Student Experience Committee.

Current Period (FY 2023 Q1)

The current report provides the measures for two of the **Financial Metrics**:

- Administrative staff at Colleges relative to Faculties (Q1 update)
- Proportion of academic leaders within Colleges compared to Faculties (Q1 update)

The Function cost of delivery by Colleges relative to Faculties is updated annually with the next scheduled update at the May 31, 2023, meeting of BFPC.

It also provides an update for two of the **Support Services Quality Metrics**:

- Support Services[1] User Survey (Q1 update)
- Leadership Satisfaction Survey

The next administration of the third survey associated with Support Services Quality Metrics, UniForum Satisfaction Survey, is not confirmed.

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[1] This reflects the end-to-end services provided under the new administrative service model.

1. Financial Metrics

As part of the implementation of the College model, some academic administrative services are being consolidated at the College level. In conjunction with Service Excellence Transformation (SET), the consolidation of academic support functions within the Colleges is intended to achieve a reduction in administrative expenditures. Savings will result from improved administrative efficiency and from a reduction in academic leadership roles.

The setup and implementation of administrative functions within the Colleges is underway, with an initial focus on developing College-level supports for program development and administration, research, and student services. This work is highly interdependent with the implementation of relevant service streams under SET.

Goals

The purpose of these metrics is to track progress towards achieving the University of Alberta for Tomorrow goal of cost reduction.

Table 1. Financial Metrics Reporting Timeline

	2022-23 BFPC Schedule			
	Sep 27, 2022	**Nov 29,2022**	**Mar 9, 2023**	**May 30, 2023**
Administrative staff at Colleges relative to Faculties	Quarter 1 Report (Jul 1, 2022)	Quarter 2 Report (Oct 1, 2022)	Quarter 3 Report (Jan 1, 2023)	Quarter 4 Report (April 1, 2023)
Proportion of academic leaders within Colleges compared to Faculties	Quarter 1 Report 1st year only (Jul 1, 2022)	Quarter 2 Report 1st year only (Oct 1, 2022)	Quarter 3 Report 1st year only (Jan 1, 2023)	Quarter 4 Report 1st year only (Jan 1, 2023)
UniForum Function cost of delivery by Colleges relative to Faculties				Annual Report (2021-22)

1.1 Administrative staff at Colleges relative to Faculties

This measure will demonstrate overall administrative savings achieved through the College model by the reduction of administrative staff resources. Table 2 presents total salaried FTE by organizational level; this will be reported quarterly going forward and is supported by three indicators reported in Table 3. These indicators track total administrative expenditure in the colleges and faculties, the percentage of administrative staff spending that resides in the colleges, and administrative staff expense per student enrolment. Together, they allow the organization to monitor overall administrative spending and the degree of consolidation achieved through the college model, and to normalize results to account for enrolment growth.

Table 2 provides administrative FTE counts as of July 1. Results reflect an overall decrease in administrative FTE, and a decrease in administrative FTE located both in VP portfolios and faculties. The small increase in

FTE in the college offices, reflects the setup and implementation of college functions. These trends are in line with expectations for the college model.

Table 2. Salaried Administrative FTE (operating funded, 2022-23 April 1 and July 1)

	Salary Administrative FTE (April 1)	Salary Administrative FTE (July 1)
College Offices	10	12 ↑
VP Portfolio and President Offices	2,138	2,129 ↓
Faculties	1,258	1,230 ↓
Grand Total	3,406	3,371 ↓

Note: updated data will be reported quarterly. Data extracted as of August 14, 2022, and subject to (small) changes.
Data reflects the proportion of salary paid from operating. 2022-23 April 1 data was updated.
Salaried administrative staff includes staff with salaried positions whose primary job responsibilities are administrative and professional in nature. They include salaried staff in NASA, MAPS, APO, TLAPS (Temporary Librarian, Administrative and Professional Staff), TRAS (Trust Research Academic Staff) whose jobs are in the Professional and Administrative job family, Executives who are not required to be academic and Excluded Support.

Table 3 provides Q1 results for supporting indicators. The quarterly results indicate that overall administrative staff cost in colleges and faculties (combined) is approximately on track with last year's total (Indicator 1), and that a higher proportion of that expense is occurring within the college (Indicator 2). This is consistent with expectations for the college model.

Table 3. Administrative Expense Indicators

Indicator Name	Baseline (FY 2021-22)	FY 2023 Q1	Indicator Formula	Reporting Interval
Indicator 1 Administrative Staff Cost in College and Faculties	$100,632,786	$25,772,242	Fiscal 2021-22 Salary expenditure from operating funds for salaried administrative staff in College offices and Faculties.	Quarterly and Annual
Indicator 2 Percentage Administrative Staff Spending in College	1.16%	1.23%	Percentage of Administrative Staff Spending in College *equals* Administrative staff salary expenditure in College *divided by* the total of Administrative Staff expenditure in College Offices and Faculties. This is from operating funds only.	Quarterly and Annual
Indicator 3 Administrative Staff Cost per Enrolment	$2,323		Administrative Cost per Enrolment *equals* Administrative Staff Cost in College Offices and Faculties *divided by* Student Enrolment. Student Enrolment is as of Dec 1, 2021, including Post-Graduate Medical/Dental Education (PGME).	Annual

1.2   Proportion of Academic Leaders within Colleges compared to Faculties

In addition to the overall administrative savings reported in 1.1 above, as the college model is implemented, the university will realize savings through a reduction in academic leader roles[2]. Because these roles have not been uniform historically, this measure is best presented on a position count basis. Reporting will track both the number and distribution of these roles. Reporting can be normalized on the basis of enrolment and sponsored research to account for activity growth. Position headcounts are updated quarterly, while normalization by sponsored research funding will be updated on an annual basis.

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[2] Academic leaders include roles such as Dean, Vice-dean, etc.

Records for academic leaders are generally modified once per year. These are currently being entered into the system and will be reported once data entry is complete.

Table 4. Academic Leaders Headcount, 2022-23 April 1 Baseline

	Headcount (April 1)
VP Portfolios and President Offices	15
College Offices	3
Faculties	290
Total	308
Total per 1000 enrolment	7.28
Total per $1M sponsored research	0.582

Note: Results will be reported quarterly during the initial implementation phase of the colleges, and will transition to annual reporting as position counts stabilize. Normalizations are calculated on an institution-wide basis based on student headcount enrollment and total sponsored research revenue. Sponsored research includes grants & contracts from external sources, endowment spending allocations as well as sales & investment income generated from research activities and are available annually. Data was updated as of August 14, 2022.

Table 5. Proportion of Academic Leaders within Colleges compared to Faculties, 2022-23 April 1 Baseline

	April 1
Ratio of leaders in Colleges to Faculties	3 : 290
Percentage of leaders in Colleges (among total leaders within Colleges and Faculties)	1.02%

Note: Results will be reported quarterly during the initial implementation phase of the colleges, and will transition to annual reporting as position counts stabilize. Data was updated as of August 14, 2022.

1.3 Function Cost of Delivery by Colleges Relative to Faculties

This measure is updated on an annual basis and is not updated for this report. The information remains unchanged from the report shared at the May 31, 2022, meeting of BFPC. The measure will be updated and shared with BFPC at the May 30, 2023, meeting.

2. Support Services Quality Metrics[3]

As part of the program to increase administrative efficiencies, services are being centralized at the institution and college levels. As services are further developed in the Centres of Expertise (also known as CoEs, which consist of teams of functional specialists under the new operating model), and brought into Shared Services and the Colleges, it is important to monitor satisfaction and use the results to inform subsequent improvements. Three separate surveys will support the monitoring required, as outlined in Table 1 and subsequently explained.

Goals

The user surveys and leadership interviews are anticipated to satisfy the following requirements:

- To obtain satisfaction levels with administrative functions across the University.
- To obtain feedback that can be used to inform service improvements (once services are fully transferred, questions and analytics will be quite detailed in order to support this goal).
- To assess satisfaction with the new service model from university leadership.

Table 5 outlines the timelines and key milestones for the three proposed surveys. All items are on schedule.

Table 5. Support Services Quality Metrics Reporting Timeline

	2022-23 BFPC Schedule			
	Sep 27, 2022	**Nov 29, 2022**	**Mar 9, 2023**	**May 30, 2023**
Support Services End-to-End User Satisfaction Survey	2023 Q1 Results (Apr-Jun, 2022)	2023 Q2 Results (Jul-Sep, 2022)	2023 Q3 Results (Oct-Dec, 2022)	2023 Q4 Results (Jan-Mar, 2023)
Uniforum Satisfaction Survey	Next administration not yet scheduled			
Leadership Satisfaction Survey	Progress Update	Results Reported	Progress Update	Results Reported

2.1 Support Services End-to-End User Satisfaction Survey

The end-to-end satisfaction survey for shared services is intended to collect user feedback and assess satisfaction with the recently transformed services. The population sample for the survey and the survey instrument have been defined and implemented.

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[3] Title changed from Quality of Shared Services Metric to Support Services Quality Metrics to reflect the fact that it is a measure of satisfaction with end-to-end services, not just those services delivered by the Shared Services unit.

Support Services surveys have been administered to clients who had opened at least one ticket with the Staff Service Centre (SCC) in the month before they were surveyed. Table 6 presents the survey administration window and statistics.
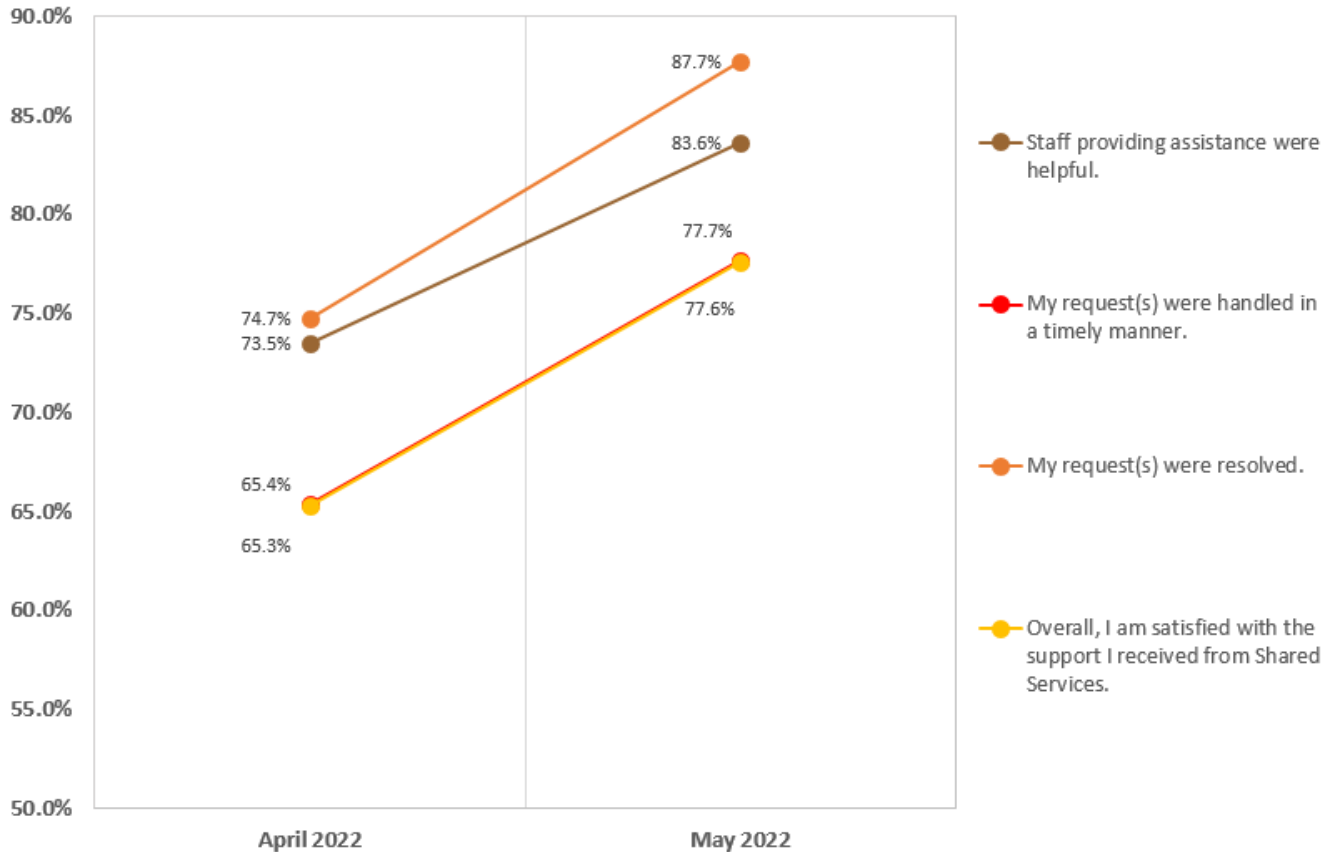
Table 6. Quality of Support Services Surveys

	Administration Window	Survey Population	Responses		
			Responses received	Response rate	[4]Completed Responses
First Survey (April 2022)	Apr 28-May 11	2,058	305	14.8%	289
Second Survey (May 2022)	May 31-Jun 10	1,798	345	19.2%%	322

Detailed responses are anonymized and returned back to the operational units to explore actionable insights.

Figure 1 presents the Satisfaction Rating Trend, which corresponds to the proportion of respondents who answered "strongly agree" or "agree" to the overall evaluation (or summative) questions in the SSC survey[5]. Satisfaction has increased for all questions in the May survey as compared to the April survey. Particularly, for the overall satisfaction question, the satisfaction rating has increased from 65.3% in the April survey to 77.6% in the May survey. For the very key question of whether a respondent's issue was resolved, positive responses were at 87.7% in the second survey.

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[4] Completed responses are a subset of responses received.
[5] Results are summarized based on completed responses to the survey only.

Figure 1. Satisfaction Rating Trend - Institution Level

Source: Support Services Survey Results - May 2022
Prepared by: Performance, Analytics and Institutional Research, June 16, 2022.
Note: The satisfaction rating is defined as the percent of respondents who answered "strongly agree" or "agree".

As anticipated, given the adoption of a new service management tool by the SCC in July (Freshservice), the methodology for future surveys is currently under discussion due to the tool's additional capabilities. It is expected that enhanced surveys will take place starting in September, after a brief pause due to the transition. Satisfaction measures are still planned to be reported quarterly to BFPC.

2.2 UniForum Satisfaction Survey

The UniForum Satisfaction Service Effectiveness Survey provides a comprehensive picture of staff and faculty satisfaction with administrative services, as defined by the UniForum program. The most recent survey was administered in November 2021 with results included in the report shared at the May 31, 2022, meeting of BFPC. The next administration of the survey is not yet scheduled.

UNIVERSITY OF ALBERTA

Metrics Associated with Academic Restructuring (College Metrics)
Board Finance and Property Committee | September 27, 2022

10

2.3 Leadership Satisfaction Survey

As previously reported, university leadership will provide their feedback on administrative services through a two prong approach; a formal survey and small group feedback sessions. Leadership have been asked to complete a survey with the following question:

1. On a scale of 1 - 5, what is your level of satisfaction with the new operating model? Are you:
   - Very satisfied (code as 1)
   - Satisfied (code as 2)
   - Neutral (code as 3)
   - Dissatisfied (code as 4)
   - Very dissatisfied (code as 5)

In addition, a total of seven small group sessions have been scheduled. In these sessions, leaders will be asked to provide examples of the operating model that are working well and for areas of improvement. A summary report of the survey and the small group sessions will be provided to BFPC at the November 27, 2022, meeting.

Item No. 17B

Governance Executive Summary
Advice, Discussion, Information Item

Agenda Title	Student Accessibility Assessment Project Report

Item

Proposed by	Verna Liu, Interim Provost and Vice-President Academic
Presenter	Allen Ball, Provost's Fellow Melissa Padfield, Deputy Provost (Students and Enrolment)

Details

Office of Administrative Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To discuss the Student Accessibility Assessment Project Report submitted in June 2022
Executive Summary (*outline the specific item – and remember your audience*)	The Provost Fellow was tasked with an assessment of student accessibility provision at the University of Alberta. The goals of the Student Accessibility Assessment Project were to: 1. assess the deficits and strengths of the current state of student accessibility; 2. identify recommendations for the future of student accessibility services, governance, administration, and information; 3. develop a high-level, strategic mapping for a proposed five-year Institutional Strategic Plan for Student Accessibility; and, 4. contribute to the development of our accessible environments. The committee is asked to discuss the report recommendations, to provide feedback on gaps and ideas for implementation.
Supplementary Notes and context	*At their September 28, 2022 meeting, members of the Committee on the Learning Environment moved that this report be provided to General Faculties Council for information.*

Strategic Alignment

Alignment with *For the Public Good*	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.	
	☐ Enrolment Management ☒ Faculty and Staff ☒ Funding and Resource Management ☒ IT Services, Software and Hardware ☒ Leadership and Change ☒ Physical Infrastructure	☒ Relationship with Stakeholders ☒ Reputation ☐ Research Enterprise ☒ Safety ☒ Student Success
Legislative Compliance and jurisdiction	COSA Terms of Reference CLE Terms of Reference General Faculties Council Terms of Reference	

Attachments

1. Student Accessibility Assessment Project Report (pps 1-17)

Student Accessibility Assessment Project Summary Report
Provost's Fellow Professor Allen Ball
COSA September 2022

Project Overview :
The goals of the Student Accessibility Assessment Project were to:
1. Assess the deficits and strengths of the current state of student accessibility;
2. Identify recommendations for the future of student accessibility services, governance, administration, and information;
3. Develop a high-level, strategic mapping for a proposed five-year Institutional Action Plan for Student Accessibility; and,
4. contribute to the development of our accessible environments.

As of May 16, 2022, I have conducted 40 interviews with 50 stakeholders from across the University's faculties, central units, and campuses (with the majority of these consultations occurring with administrative staff, academic administrators, and University committees with direct experience with student accessibility), and reviewed data on the current state of accommodations services and needs at the University. Additionally, 2,610 total respondents (comprised of 23.71% administrative staff, 16.78% faculty/instructors, and 59.51% students) provided feedback in the University of Alberta Student Accessibility Assessment Survey, conducted in April-May 2022.

Project Findings: The University of Alberta is experiencing unprecedented change due to a number of factors, including our need to respond to significant provincial budget cuts and the unexpected move to the remote learning environment due to the COVID-19 pandemic, followed by the subsequent shift to mixed learning environments. This combination of rapid changes has highlighted and exacerbated student barriers to academic participation, especially among students with documented permanent disabilities and/or chronic physical/mental health conditions who qualify for academic accommodations. All project participants identified the seriousness, extent, and negative impacts of barriers to student accessibility, as well as identifying multi-factorial causes of these barriers in all major University systems (including governance, staffing/financial resourcing, administration, communications, technologies, and instruction).

While instructors' support of accommodations is clearly evident, accommodation provision–and broader campus accessibility–have been negatively impacted by a range of challenges:
● **Differential & Uncoordinated Accommodation Delivery**: The Office of the Dean of Students' closed its Exam Centre and restructured some services as part of its reorganization, resulting in the decentralization and downloading of various accommodation responsibilities to instructors and departments. Across the University, the diversity of exam systems, proctoring methods, and instructional practices have resulted in significant variation in course participation and assessment, increased staff/instructor workloads, and differential student accommodation access.
● **Limited Accommodation Resources to Address Increasing Demand**: Following an 80.4% increase in the number of students registered for accommodations from 2014 to 2019 (with no comparable funding or staffing increases), accommodation demand continues to increase. In 2020-2021, 2,082 students were registered for accommodations (a 12.0% increase from 2019-2020), and 14,216

accommodated exams were facilitated (a 23.3% increase from 2019-2020 and a 71.9% increase from 2015-2016). Further, the *University of Alberta of Tomorrow* initiative aims to increase program enrolment to 50,000 students. Based on current accommodation data, the estimates are that, by 2025/2026, 2,850 students will be registered for accommodations (a 36.8% increase from 2020/2021) and 29,342 accommodated exams will occur annually (a 106.4% increase from 2020/2021).

- **Implementation of the** [University's Discrimination, Harassment and Duty to Accommodate policy](): The Office of Safe Disclosure and Human Rights has received increased reports of de facto discrimination, differential accommodation access, increased mental health challenges (including suicidal ideation), and academic progress disruptions due to absent, inadequate, or incorrect student accommodation provision. The results of the University of Alberta Student Accessibility Assessment Survey 2022 demonstrate the broader impacts of these accessibility barriers:
    - 32.06% of student respondents agreed or strongly agreed with the statement "I receive help when I encounter barriers to learning," while only 21.97% student respondents agreed or strongly agreed with the statement "It is easy to access student accommodations."
    - 51.38% of student respondents agreed or strongly agreed with the statement "University of Alberta buildings are accessible," while 47.64% of student respondents agreed or strongly agreed with the statement "University of Alberta classrooms are accessible."
    - While 71.97% of all respondents indicated they were aware of student accommodations based on medical protected grounds, only 45.40% of all respondents were aware of student accommodations based on non-medical grounds.

These findings reveal the impacts of uncoordinated institutional accessibility services, planning, and commitments. Moreover, students are increasingly impacted as more barriers to accessibility emerge. The reputational and legal risks to the University increase as well.

Project Recommendations: Regardless of the reasons for these challenges, student accessibility is an equity issue. We have a legal and ethical obligation to meet the needs of students registered for academic accommodations, as well as of the estimated 22% of students who have disabilities and may qualify for accommodations.[2] It is imperative that we address our structural barriers to accessibility now in order to enable our current students' success and to avoid entrenching these barriers in our planned growth.

We must design and enact systemic solutions in five key areas:

1. centralized responsibility for student accessibility.
2. centralized exam and assessment centre(s).
3. accommodation policy and procedure review and amendments.
4. central/college/faculty/program coordinated accommodation service provision.
5. ongoing institution-wide accessibility training and communications strategies.

These solutions require a holistic framework, focused leadership, and appropriate resource allocation. An institutional action plan for student accessibility will best develop these solutions, as well as closely aligning them with the University's [Strategic Plan for Equity, Diversity, and Inclusivity]() and [Indigenous]()

[Institutional Strategic Plan](#) (among other initiatives). A substantive commitment to equity will ensure that the institutional plan for student accessibility exemplifies the University's mission to provide vibrant and supportive learning environments for all of its students.

[2] Statistics Canada, "[Canadian Survey on Disability Reports: A Demographic, Employment and Income Profile of Canadians with Disabilities aged 15 years and over, 2017](#)." Accessed 12 May 2022.

UNIVERSITY OF ALBERTA

Heather Richholt <richholt@ualberta.ca>

GFC Meeting Materials - Now available

Kate Peters <peters3@ualberta.ca>   Wed, Sep 14, 2022 at 8:09 AM
Cc: Heather Richholt <richholt@ualberta.ca>, Faiza Billo <faiza.billo@ualberta.ca>

Dear Members of General Faculties Council (GFC),
The meeting materials for GFC on September 19 are now available on the University Governance website. The meeting
will take place in Council Chambers.
On behalf of the Chair, I am also pleased to distribute the attached memo on procedural matters.
If you are receiving this message because you are subscribed to the FYI list, and you would like to observe the meeting,
you may simply join us in Council Chambers. You may also register for a Zoom link using the GFC Observer Registration.
University Governance is committed to providing universal access for all of our resources and meetings. Please contact
Faiza Billo to request accommodations when required.
Thank you,
Kate
Kate Peters | *Pronouns: She/Her/Elle*
Secretary to General Faculties Council (GFC) and Manager, GFC Services

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University Governance
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Edmonton, AB Canada T6G 2G7
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📄 **2022 Memo to members of GFC - Procedural Matters (1).pdf**
118K

UNIVERSITY OF ALBERTA

Bill Flanagan, President and Vice-Chancellor
Chair, General Faculties Council
September 13, 2022

Memo to Members of GFC

Dear Members of General Faculties Council:

For the past two years, I have begun our academic year with a communication to members of GFC providing an overview of the key procedural rules we work with at GFC. I have been told this has been helpful, particularly to new members, who can use it to prepare for their role in decision-making at GFC. I am pleased to continue this practice.

This year I am also providing some specific information related to changes that GFC approved in March to our GFC Meeting Procedural Rules. Members will recall that the GFC Guiding Documents were reviewed as a part of a three-year cycle. In March 2022, GFC passed various changes to clarify voting procedures, adding items to the agenda and calling the question, among others.

Guidelines from the GFC Meeting Procedural Rules

- Agendas: Rule 6 outlines the process for setting the GFC agenda. The GFC Executive Committee has done important work over the past year to improve its decision making and ensure it proposes a draft agenda for each GFC meeting with items that are complete, ready for discussion and with sufficient time for decision-making at the GFC meeting (6.1). A change was made to allow members to submit an item to GFC Executive Committee for the GFC agenda five working days in advance of the Meeting, not two weeks (6.2).

- Motions: Rule 8.1 notes that normally all motions concerning substantive matters shall be published in the agenda materials. This helps to ensure that all GFC members will have adequate notice of the motion, can review all related materials in support of the motion in advance of the meeting, can consult with various stakeholder groups as necessary in advance of the meeting, and can come to the GFC meeting prepared to discuss the motion. Motions that do not come to GFC through the normal agenda setting process as set out above may be added to the agenda through a motion from the floor. If passed with a two-thirds majority, the Chair will determine where the item appears on the agenda (6.3, 8.3). Members may also make a Notice of Motion for debate at the next meeting of GFC (8.7), and GFC Executive will be responsible for placement of the motion on the agenda.

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- <u>Debate</u>: Rule 10.1 notes that the Chair and the Secretary will keep a list of speakers and that 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. A member who has the floor may not normally be interrupted (10.2). 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 (10.2). Any member may call the question (10.4) at which time the Chair will ask if members are ready to vote on the motion. If there appears to be opposition, the Chair will ask for a seconder, and if two-thirds of members agree to end debate, the Chair will call for a vote on the motion.

- <u>Point of Order</u>: It is the right of any member who notices a breach of the GFC procedural rules to insist on their enforcement (10.3). A point of order thus raised must indicate specifically which rule has been breached, and the Chair will then make a ruling. Any ruling of the Chair is subject to challenge by a majority vote (1.1).

- <u>Point of Privilege</u>: The GFC Procedural Rules are silent on the use of a Point of Privilege, but Robert's Rules of Order notes that if a situation is affecting the comfort, integrity, rights or privileges of a meeting or of an individual member, a member can raise a general or a personal Point of Privilege. If the matter is urgent, the member may interrupt the speaker to make their request, and the Chair will respond accordingly. If the matter is not urgent, the member will wait until the speaker is finished before raising the point of privilege. It is important to understand that a member may not raise a point of privilege merely because the member disagrees with the speaker. In this case, a member is always free to raise their hand and join the speaker's list and will be permitted to speak when their turn arises.

- <u>Voting on Motions</u>: Rule 13 sets out the rules for voting on motions and that abstentions are not considered to be a vote cast (13.2). The changes to the procedural rules included revision throughout the document to show that votes are tallied based on votes cast, not based on members present (1.1, 2.3, 2.4, 6.3, 8.3, 8.4, 8.6, 9.4, 10.4, 15). There are additional rules governing the rescission of motions (9.4), and making amendments to motions (8.5).

Jurisdiction in the PSLA

I also want to remind members that GFC has only the specific powers that are described in the *Post Secondary Learning Act* (PSLA). It is these powers that determine GFC's jurisdiction, that is, determine what falls within the powers of GFC and what does not. This is particularly important in understanding how the Board's jurisdiction relates to GFC's jurisdiction.

Jurisdiction of the Board

S. 60(1) of the PSLA provides that the Board of Governors has the power to "manage and operate" the university, thereby giving the Board overall responsibility for the business of the University, including its administration, human resources, finances, campus maintenance, facilities management, procurement policies, operations and assets.

The Board is a 23-person multistakeholder body currently including the Chair (appointed by the Lieutenant Governor in Council), another 11 general public members appointed by the Minister of Advanced Education, the President, 3 students, 2 alumni, 2 members of the Senate (including the Chancellor), 2 members of the academic staff (one appointed by the AASUA and one appointed by GFC - currently Dr. Dilini Vethanayagam, a GFC member and faculty member with FOMD), and 1 non-academic staff.

Under s. 81 and 82, the Board has the power to appoint the president and the vice-presidents. Under s. 21(1), the Board has the power to appoint deans for each faculty. Under s. 83, the board has the additional power "to appoint any officers or other persons it considers necessary for the proper conduct of the affairs" of the university. This means that the Board has the exclusive jurisdiction to appoint all the university's senior officers, including the president, vice-presidents, college dean/vice-provosts, and deans. This includes determining their job descriptions and reporting relationships.

Some of the senior officers, such as the president, provost or college dean/vice provosts, may also hold an academic appointment in addition to their appointment as an officer. If so, the academic appointment process is separate from the board's appointment process and must be done in accordance with s. 22(2) of the PSLA, which requires GFC approval of academic appointment procedures.

Jurisdiction of GFC

Under s. 26(1), the PSLA gives GFC primary responsibility for the academic affairs of the University, "subject to the authority" of the Board. These responsibilities include determining and approving programs of study for credit, determining timetables for examinations and lectures, providing for the granting and conferring of degrees, and recommending to the Board the establishment of faculties, schools, departments, chairs and programs of study and admission policies.

S. 26(1)(o) of the PSLA also grants GFC the power to make further recommendations to the Board on some specific items as well as on general matters "of interest to the university". S. 26(2) provides that the president shall transmit these recommendations to the Board. The Board is not bound by any GFC recommendations, but s. 19 provides that the Board "must consider" GFC's recommendations on certain items, including the "support and maintenance of the university" and the "establishment of faculties, schools, departments, chairs .. [and] … programs of study."

The jurisdiction of GFC is central to maintaining the integrity and credibility of our academic programs. With GFC's broad multi-stakeholder representation, including faculty, staff and students, GFC is uniquely positioned to provide expert advice on the university's academic programs. This is why the PSLA ensures that GFC has a key role in the academic affairs of the university.

Conclusion

I know that we all share the same goal that GFC meetings allow for thoughtful and inclusive discussions and that they lead to clear and transparent decision making. Careful adherence to the existing rules for collegial decision making at GFC is key to ensuring effective and fair meetings.

Please reach out to the University Governance team with any questions you may have on procedural matters.

Yours truly,

Bill Flanagan
President and Vic-Chancellor

UNIVERSITY OF ALBERTA   **Heather Richholt <richholt@ualberta.ca>**

Invitation from Vice-President (Facilities and Operations)

Kate Peters <peters3@ualberta.ca>   Mon, Sep 19, 2022 at 4:34 PM
Cc: Heather Richholt <richholt@ualberta.ca>, Faiza Billo <faiza.billo@ualberta.ca>

Dear Members of GFC,
As discussed today in GFC, please see the invitation from Vice-President (Facilities and Operations) Andrew Sharman to visit University Commons.
Thank you,
Kate
Kate Peters | *Pronouns: She/Her/Elle*
Secretary to General Faculties Council (GFC) and Manager, GFC Services

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Date: September 27, 2022

To: Deans, Chairs and Directors

From: Verna Yiu
        Interim Provost and Vice-President (Academic)

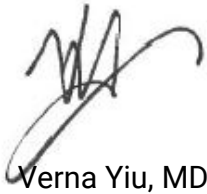Re: Vice-Provost and Dean, Faculty of Graduate Studies and Research

I am writing today to announce that Dr. Brooke Milne will be leaving the position of Vice-Provost and Dean of the Faculty of Graduate Studies and Research (FGSR), effective October 1, 2022.

I want to thank Dr. Milne for her many contributions as Vice-Provost and Dean of FGSR, noting in particular her work to strengthen our institutional policies, regulations, and processes supporting the equitable and consistent administration of graduate programs; the recently approved university-wide initiatives aimed at elevating and enhancing the graduate student-supervisor working relationship; supporting the revamp and launch of the Ethics and Academic Citizenship requirement for all graduate students (which includes the first graduate student Indigenous content requirement in Canada); and, the development and implementation of the university's first standardized electronic graduate student progress reporting system.

Dr. Milne has also worked to advocate for a number of EDI-II initiatives including the establishment of the U of A's first SAGE Pod in support of Indigenous graduate student success, as well as other funding programs including the recently launched Graduate Student Engagement Award in partnership with the BGSA. Dr. Milne has dedicated her efforts to promoting graduate student success and has been privileged to foster a strong working relationship with the GSA over the last few years, as recognized by a GSA Presidential Citation in support graduate students and graduate education at the University of Alberta.

Dr. Ali Shiri, currently the Vice-Dean of FGSR, will be appointed to the role of Interim Vice-Provost and Dean on a short-term basis, until such time as further information about leadership in FGSR can be announced.

Sincerely,

Verna Yiu, MD, FRCPC
Interim Provost and Vice-president (Academic)

c. President and Vice-Presidents
    Office of the Provost and Vice-President (Academic)
    Faculty of Graduate Studies and Research
    Chiefs of Staff
    College and Faculty General Managers
    Presidents, AASUA and NASA
    Presidents, Students' Union and Graduate Students' Association
    University Governance
    Senate, Board and GFC

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Date: October 5, 2022

To: Deans, Chairs and Directors

From: Verna Yiu
        Interim Provost and Vice-President (Academic)

Re: Interim Vice-Provost and Dean of the Faculty of Graduate Studies and Research
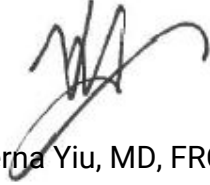
Last week, I announced that Dr. Brooke Milne was leaving her role effective October 1st and that Dr. Ali Shiri had been appointed as Interim Dean for the immediate term. Following that announcement, I am pleased to announce the appointment of **Dr. Roger Epp** as the Interim Vice-Provost and Dean of the Faculty of Graduate Studies and Research for a one-year term, effective November 1, 2022.

Dr. Epp is a professor emeritus of political science who has held several senior leadership positions with the University of Alberta, including Director of UAlberta North, Deputy Provost and Dean of Augustana Campus. As the founding dean of Augustana, he led the campus for eight years during an important transition period and established a strong foundation from which the faculty has since grown. With this background, he is well equipped to steward FGSR through the year ahead as we launch a unit review for FGSR.

In addition to his leadership and administration experience, Dr. Epp is a public scholar. His research interests are in international relations, higher education, and, above all, the rural prairie West, including the history and politics of Treaty 6 Territory. His books include *We Are All Treaty People: Prairie Essays* and *Writing Off the Rural West* (co-edited with Dave Whitson). He was an honorary witness at the Truth and Reconciliation Commission of Canada. Dr. Epp will be joined by Bobbi Schiestel, who has significant and diverse experiences at the university—including the Office of the Registrar, the Office of the Provost, and most recently in the President's Office—to the FGSR. She will take on the role of FGSR Faculty General Manager, effective October 31, 2022.

I want to once again thank Dr. Milne for her many contributions as Vice-Provost and Dean of FGSR, as well as Dr. Ali Shiri for serving as Interim Dean until Dr. Epp's term begins. Please join me in congratulating Dr. Epp on his appointment.

With appreciation and gratitude,

Verna Yiu, MD, FRCPC
Interim Provost and Vice-president (Academic)

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