



The following Motions and Documents were considered by the GFC General Faculties Council at its Monday, February 26, 2018 meeting:

---

Agenda Title: **New Members of GFC**

[Note: A motion to appoint may be proposed only by a statutory member of GFC. A motion to receive may be proposed by any member of GFC.]

**CARRIED MOTION: TO APPOINT:** The following graduate student representative to serve on GFC for a term commencing immediately and ending April 30, 2018: Osmanmyrat Hojanepesov - Faculty of Medicine and Dentistry (Surgery).

Final Item: 4.

---

Agenda Title: **Amendments to Section 30.6.5(14) of the Code of Student Behaviour, Sections 11.8.9.4 and 11.8.9.6 of the Code of Applicant Behaviour, and Sections 87.7 and 87.8 of the Practicum Intervention Policy**

**CARRIED MOTION:** THAT General Faculties Council recommend that the Board of Governors approve the proposed amendments to Section 30.6.5(14) of the Code of Student Behaviour, Sections 11.8.9.4 of the Code of Applicant Behaviour, and Section 87.8 of the Practicum Intervention Policy, as recommended by the GFC Student Conduct Policy Committee, to be effective July 1, 2018.

Final Item: 5.

*Secretary's Note: The Board has delegated to GFC the authority to approve editorial changes to these documents. As the proposed changes update committee and unit names, they are editorial in nature and the changes can be considered approved by GFC.*

---



---

Meeting of February 26, 2018

**MOTION I: TO APPOINT** *[This motion may be proposed only by statutory members of GFC]:*

The following graduate student representative to serve on GFC for terms commencing immediately and ending April 30, 2018:

Osmanmyrat Hojanepesov

Faculty of Medicine and Dentistry (Surgery)

**OUTLINE OF ISSUE**  
**Action Item**

Agenda Title: **Amendments to the Code of Student Behaviour, Code of Applicant Behaviour, and Practicum Intervention Policy**

**Motion:** THAT General Faculties Council recommend that the Board of Governors approve the proposed amendments to Section 30.6.5(14) of the Code of Student Behaviour, Sections 11.8.9.4 of the Code of Applicant Behaviour, and Section 87.8 of the Practicum Intervention Policy, as recommended by the GFC Student Conduct Policy Committee, to be effective July 1, 2018.

*Secretary's Note: The Board has delegated to GFC the authority to approve editorial changes to these documents. As the proposed changes update committee and unit names, they are editorial in nature and the changes can be considered approved by GFC.*

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	University Governance
Presenter	Steven Penney, Chair, GFC Student Conduct Policy Committee

**Details**

Responsibility	General Faculties Council and the Board of Governors
The Purpose of the Proposal is (please be specific)	To recommend editorial changes to the Code of Student Behaviour, Code of Applicant Behaviour, and the Practicum Intervention Policy
The Impact of the Proposal is	To maintain up-to-date and accurate institutional policy documents.
Replaces/Revises (eg, policies, resolutions)	Revisions to the Code of Student Behaviour – May 30, 2016 version; Code of Applicant Behaviour – May 30, 2016 version; and Practicum Intervention Policy – May 30, 2016 version.
Timeline/Implementation Date	July 1, 2018
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	N/A
Supplementary Notes and context	The proposed amendments are limited to changes to unit and committee names.

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

Participation: (parties who have seen the proposal and in what capacity)  <For further information see the link posted on the <a href="#">Governance Toolkit section Student Participation Protocol</a> >	<u><b>Those who have been informed:</b></u> <ul style="list-style-type: none"> <li>Student Conduct Policy Committee Stakeholders Working Group (November 9, 2017)</li> </ul>
	<u><b>Those who have been consulted:</b></u> <ul style="list-style-type: none"> <li>Student Conduct Policy Committee Stakeholders Working Group</li> <li>Student Conduct and Accountability</li> <li>University Governance</li> </ul>
	<u><b>Those who are actively participating:</b></u> <ul style="list-style-type: none"> <li>GFC Student Conduct Policy Committee</li> </ul>
Approval Route (Governance) (including meeting dates)	GFC Student Conduct Policy Committee (meeting of January 25, 2018 to be effective July 1, 2018) GFC Student Conduct Policy Committee (January 25, 2018)

	GFC Executive Committee (February 12, 2018) General Faculties Council (February 26, 2018) Board Learning and Discovery Committee (April 27, 2018)
Final Approver	Board Learning and Discovery Committee (with delegated authority from the Board of Governors)

**Alignment/Compliance**

Alignment with Guiding Documents	<p>Institutional Strategic Plan - <i>For the Public Good</i></p> <p>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.</p> <p>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.</p> <p>Strategy i: Encourage transparency and improve communication across the university through clear consultation and decision-making processes, substantive and timely communication of information, and access to shared, reliable institutional data.</p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. <b>Post-Secondary Learning Act (PSLA):</b> The <i>Post-Secondary Learning Act (PSLA)</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)) and over student affairs (Section 31), including authority concerning student discipline.</p> <p>2. <b>GFC SCPC Terms of Reference</b></p> <p>“4. Delegated Authority from General Faculties Council</p> <p>4.1 Approve editorial amendments to:</p> <p>a. the Code of Student Behaviour (except as listed under 7. Limitations to Authority)</p> <p>b. the Code of Applicant Behaviour (except as listed in 7. Limitations to Authority)</p> <p>c. the Practicum Intervention Policy (except as listed in 7. Limitations to Authority)”</p> <p>“7. Limitations to Authority</p> <p>[...]</p> <p>7.2 All Amendments to the following sections are forwarded to General Faculties Council for recommendation to the Board of Governors:</p> <p>a. the Code of Student Behaviour 30.6: Procedures for Appeal of Decisions to the University Appeal Board (UAB)</p> <p>b. the Code of Applicant Behaviour 11.8.9: Appeals Against Decisions of the Registrar</p> <p>c. the Practicum Intervention Policy [...] GFC PRB 87.8: Procedures Prior to GFC PRB Hearings”</p> <p>3. <b>GFC Executive Terms of Reference</b></p>

	<p>“5. Agendas of General Faculties Council</p> <p>GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda.”</p> <p><b>4. GFC Terms of Reference</b></p> <p>“3. Mandate of the Committee Powers Retained by General Faculties Council All powers and responsibilities under Section 26 of the PSLA not expressly delegated now or in the future shall be retained by General Faculties Council. (GFC 02 DEC 1966)</p> <p>The issues which remain with GFC or which would be referred by a Standing Committee to GFC would generally be in the nature of the following:</p> <ul style="list-style-type: none"><li>• high level strategic and stewardship policy issues or matters of significant risk to the University”</li></ul> <p><b>5. Board Learning and Discovery Committee</b></p> <p>“3. Mandate of the Committee</p> <p>e. review and approve the Code of Student Behaviour, the Code of Applicant Behaviour and the Practicum Intervention Policy”</p>
--	---

Attachments:

1. Attachment 1: Proposed Changes to the Code of Student Behaviour
2. Attachment 2: Proposed Changes to the Code of Applicant Behaviour
3. Attachment 3: Proposed Changes to the Practicum Intervention Policy

*Prepared by:* University Governance

## ATTACHMENT 1 – CODE OF STUDENT BEHAVIOUR

**30.6.5(14)** The Chair shall normally submit the written decision of the UAB to the Appeals Coordinator within 10 Working Days of the decision being reached. The Appeals Coordinator shall then send a copy of the UAB's decision to the following individuals:

- a) the Appellant/ Respondent and their respective advisor;
- b) the Dean of Student's Faculty;
- c) the Discipline Officer, in cases where the Discipline Officer's decision has been appealed;
- d) the Instructor who initiated the discipline process, where applicable;
- e) in the case of a graduate Student, the Graduate Coordinator
- f) the Provost and Vice-President (Academic), or delegate;
- g) the Office of General Counsel;
- h) Chair of the ~~Campus Law Review~~[Student Conduct Policy](#) Committee;
- i) members on the hearing panel; and
- j) the Panel of Chairs.

(CLRC 29 NOV 2001) (CLRC 30 JAN 2003) (EXEC 08 DEC 2003) (BEAC 11 DEC 2003) (BEAC 02 JUN 2005) (EXEC 04 JUN 2012)

In programs jointly offered with another institution, the partner institution shall be copied on the UAB decision when the charges have arisen as a result of inappropriate behaviour at that partner institution. (BEAC 02 JUN 2005)

Code of Applicant Behaviour decisions shall be sent to the Registrar and all Faculties to which the Applicant has sought admission. (EXEC 01 MAY 2006)

## ATTACHMENT 2 – CODE OF APPLICANT BEHAVIOUR

**11.8.9.4** The Provost or delegate shall:

**a. Have access to student records** held by a Faculty, Department or unit, Student Conduct and Accountability, the Office of the Registrar ~~and Student Awards~~ or University Governance in an instance where the Provost has invoked, or is considering invoking, the Protocol For Urgent Cases of Disruptive, Threatening or Violent Conduct (Section 91); (EXEC 03 MAY 2004)(BHRCC 05 MAY 2004) (EXEC 04 MAY 2009) (EXEC 11 MR 2016)

**b. Intervene in a case** concerning the Code in a case being heard, already heard, or about to be heard by the UAB in an instance where the Provost has invoked, or is considering invoking, the Protocol For Urgent Cases of Disruptive, Threatening or Violent Conduct (Section 91)." (EXEC 03 MAY 2004) (BHRCC 05 MAY 2004)

## ATTACHMENT 3 – PRACTICUM INTERVENTION POLICY

### 87.8 PROCEDURES PRIOR TO GFC PRB HEARINGS

- a. When an appeal is received the Appeals Co-ordinator shall:
  - i) provide the Student and the Dean with a written acknowledgement of the appeal;
  - ii) ask the Dean to indicate who will respond to the appeal on behalf of the Faculty;
  - iii) advise the Dean that a written response to the appeal is required within ten (10) Working Days;
  - iv) select a Chair for the GFC PRB hearing;
  - v) provide the Student and the Dean with the name of the GFC PRB Chair and the names of potential members of the panel;
  - vi) upon receipt of the Faculty's written response to the appeal, provide a copy to the Student;
  - vii) direct the Registrar to withhold Degrees, certification of marks and/or transcripts pending the outcome of the appeal.
- b. The Appeals Co-ordinator shall consult with the Chair, who shall set a time and place for the hearing of the appeal. Appeals are intended to proceed in a timely manner and the hearing date will normally be set to occur within thirty (30) Working Days of the receipt of the appeal. Both parties shall be provided with reasonable notice of the hearing date. The normal timeframe of (30) Working Days may not apply if there are also COSB charges (See Section 87.4.d.).
- c. The Appeals Co-ordinator shall provide the parties and the GFC PRB panel with:
  - i) the date, time and place of the appeal hearing; and
  - ii) the appeal, the Faculty response, any documentation received from the parties, and the FPRC decision under appeal.
- d. The Student and the Faculty will have five (5) Working Days after receipt of the names of the anticipated panel members to lodge any challenge requesting that a Chair or a panel member not serve on the appeal.
  - i) challenges may only be made on the grounds that the Chair or panel member may have a bias that would prevent a fair hearing;
  - ii) the challenge must include written reasons to support the challenge;
  - iii) the Chair shall consider and rule upon the challenge. The decision of the Chair may be made without a hearing and shall be final and binding; and



- iv) membership in the same Faculty as the Student is deemed not to constitute such a bias unless the anticipated GFC PRB panel member sat on the FPRC which heard the Student's appeal at that level.
- e. The Student and Faculty must notify the Appeals Co-ordinator immediately upon selecting an Advisor for purposes of representation at the GFC PRB hearing.
- f. A witness list must be provided to the Appeals Co-ordinator by both the Student and the Faculty at least five (5) Working Days prior to the hearing date. The Appeals Co-ordinator shall inform the other party and the GFC PRB of the identity of the witnesses.
- g. Each party is responsible for securing the attendance of their witnesses at the hearing.
- h. Either the Student or the Faculty may request, in writing, an extension of any time limits. The Chair may extend any of the time limits where the Chair is of the opinion that the applicant has a reasonable ground for requesting such extension. The decision of the Chair may be made without a hearing and shall be final and binding.
- i. All other procedural matters or questions that arise before the hearing will be decided by the Chair. The Chair will make a decision and before doing so may consult with the Appeals Co-ordinator and with members of the GFC PRB. The Chair's decision shall be final and binding.