

The following Motions and Documents were considered by the General Faculties Council at its Monday, January 31, 2022 meeting:

Agenda Title: **New Members of GFC**

CARRIED MOTION:

TO APPOINT:

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

Ryan Dunch, Arts

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

Valentina Kozlova, Arts

FINAL Item 4

Agenda Title: **Proposed Change to AGPA Calculations for Internal Undergraduate Students**

CARRIED MOTION:

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

FINAL Item 5

Agenda Title: **Notice of Motion - Changes to Voting Rules in the General Faculties Council Meeting Procedural Rules**

CARRIED MOTION:

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

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Governance Executive Summary
Action Item

Agenda Title	Proposed Change to AGPA Calculation for Internal Undergraduate Students
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Motion

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

Item

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

Details

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

Engagement and Routing (Include meeting dates)

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

Strategic Alignment

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

Attachments

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

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

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

Background

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

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

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

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

Proposed Change

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

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

Impact

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

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

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

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

Attachment 2: Proposed Calendar Copy Change

https://calendar.ualberta.ca/content.php?catoid=34&navoid=10115#postsecondary_transfer_applicants

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

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

AGPA calculation for applicants who have repeated courses:

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

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

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

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

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 - b. meet all other admission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.).
3. Students seeking admission who had not taken all five required Grade 12 subjects on first admission to another postsecondary program will be considered for admission to the University if they

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<p>a. have successfully completed, through further high school or university transfer work, the five required matriculation subject areas specified for admission to the particular degree program to which the student has applied;</p> <p>b. present the appropriate minimum application average on all five subjects specified for admission;</p> <p>c. meet all other admission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.).</p> <p>4. Students seeking admission who have not met the appropriate minimum application average on first admission to another postsecondary program will be considered for admission to the University of Alberta if they</p> <p>a. have successfully completed at least ★24 transferable to the University of Alberta;</p> <p>b. present an AGPA of at least 2.0;</p> <p>c. meet all other admission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.).</p> <p>5. To be considered for readmission, an applicant who has been required to withdraw from the University of Alberta must</p> <p>a. if the student is seeking readmission to the same Faculty, meet all conditions set by the Faculty at the time of the requirement to withdraw; or</p> <p>b. if the student is seeking readmission to another Faculty, in general, present ★18 transferable to the University with an AGPA of at least 2.7 or ★24 transferable to the University with an AGPA of at least 2.0 on work done after being required to withdraw and meet all other admission or readmission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.). Specific Faculty and program admission requirements may vary. Consult Admission</p>	<p>a. have successfully completed, through further high school or university transfer work, the five required matriculation subject areas specified for admission to the particular degree program to which the student has applied;</p> <p>b. present the appropriate minimum application average on all five subjects specified for admission;</p> <p>c. meet all other admission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.).</p> <p>4. Students seeking admission who have not met the appropriate minimum application average on first admission to another postsecondary program will be considered for admission to the University of Alberta if they</p> <p>a. have successfully completed at least ★24 transferable to the University of Alberta;</p> <p>b. present an AGPA of at least 2.0;</p> <p>c. meet all other admission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.).</p> <p>5. To be considered for readmission, an applicant who has been required to withdraw from the University of Alberta must</p> <p>a. if the student is seeking readmission to the same Faculty, meet all conditions set by the Faculty at the time of the requirement to withdraw; or</p> <p>b. if the student is seeking readmission to another Faculty, in general, present ★18 transferable to the University with an AGPA of at least 2.7 or ★24 transferable to the University with an AGPA of at least 2.0 on work done after being required to withdraw and meet all other admission or readmission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.). Specific Faculty and program admission requirements may vary. Consult Admission</p>
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<p><u>Requirements by Faculty</u> for the Faculty that you are applying to.</p> <p>6. To be considered for admission or readmission, an applicant who has been required to withdraw from another postsecondary institution must</p> <ul style="list-style-type: none">a. have successfully completed, through high school or university transfer coursework, the five required matriculation subject areas specified for admission to the particular degree program to which the student has applied;b. subsequent to having been required to withdraw, have successfully completed at least ★24 transferable to the University;c. present an AGPA of at least 2.0;d. meet all other admission or readmission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.).	<p><u>Requirements by Faculty</u> for the Faculty that you are applying to.</p> <p>6. To be considered for admission or readmission, an applicant who has been required to withdraw from another postsecondary institution must</p> <ul style="list-style-type: none">a. have successfully completed, through high school or university transfer coursework, the five required matriculation subject areas specified for admission to the particular degree program to which the student has applied;b. subsequent to having been required to withdraw, have successfully completed at least ★24 transferable to the University;c. present an AGPA of at least 2.0;d. meet all other admission or readmission criteria (i.e., specific program admission requirements, English Language Proficiency, audition, portfolio, questionnaire, references, etc.).
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Attachment 3: Reregistration Policy

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

Reregistration in Courses

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

FINAL Item No. 6

**Governance Executive Summary
Action Item**

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

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

Item

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

Details

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

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	<p>definition of “majority” is used, and that is in s. 15 where it says that amendments to the Procedures are by “majority of those present and voting”, in which case since abstentions are not a vote, they are not counted for purposes of calculating the majority threshold.</p> <p>Making the change to votes cast throughout the Meeting Procedural Rules will bring them into alignment with best practice in governance and will ensure more transparency and clarity in decision making. Once the change is made, votes will be calculated based on the number of votes cast and abstentions will not be counted at all. In addition to their use at General Faculties Council, and GFC Standing Committees, some Faculty Councils also use the Meeting Procedural Rules. The proposed change will alleviate the difficulty of tallying votes in faculty council as well.</p> <p>GFC Executive Committee Terms of Reference give the committee delegated authority from GFC over governance and procedural oversight (ss. 2(f) and 4.6). Executive Committee has authority to prepare the GFC agenda and is asked to place this item on the agenda for January 31, 2021.</p> <p>The proposed changes were developed by the GFC Executive <i>ad hoc</i> Committee on governance and procedural oversight. The consultation included below reflects work conducted under the leadership of Executive Committee.</p>
Supplementary Notes and context	<p><i>The GFC Executive Committee recommended that GFC approve proposed changes to the GFC Guiding Documents including the language set out in these proposed changes at their October 4, 2021 meeting. Because this proposal reflects only the rules that apply to voting, and because this is coming forward as a Notice of Motion from a GFC member, members of Executive Committee were asked to consider these changes as a distinct proposal. They recommended GFC approve the changes.</i></p>

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • The GFC Executive Committee <i>ad hoc</i> Governance and Procedure Review Committee (March 30, April 15, May 3) • GFC Executive Committee (February 10, March 8, April 12, May 10, June 14, September 13.) <p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Members of General Faculties Council (April 28, September 20) • Members of GFC Standing Committees (April 28) • Chiefs of Staff for the Offices of the Vice-President, Vice-Provost (Indigenous Programs and Research), Special Advisor, Equity and Human Rights (Summer, 2021) <p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • Members of General Faculties Council (March 22, April 26, June 7, September 20) • Members of GFC Standing Committees (orientation sessions for all standing committees Fall, 2021)
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Approval Route (Governance) (including meeting dates)	January 10, 2022 – GFC Executive Committee – For Recommendation January 31, 2022 – GFC – For approval
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Strategic Alignment

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	General Faculties Council Terms of Reference GFC Executive Committee Terms of Reference GFC Meeting Procedural Rules Principles for GFC Delegation of Authority	

Attachments (each to be numbered 1 - <>)

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

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



Meeting Procedural Rules

Introduction

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

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

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

1. Procedural Rules

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

2. Meetings

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

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

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

3. Open Sessions

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

4. Closed Sessions

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

5. Questions

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

6. Agendas

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

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

7. Quorum

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

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

8. Motions

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

9. Motions for Specific Purposes

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

10. Debate

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

11. Debates without Motions

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

12. Attendance

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

13. Voting

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

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

14. Records of Proceedings

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

15. Amendment of these Rules and Procedures

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

16. Links

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