






## Meeting Minutes

<b>Committee</b>	FoMD Faculty Council		
<b>Members:</b>	Dr. B. Hemmelgarn (Chair) As set out in the <i>Post-Secondary Learning Act</i> <i>Quorum is represented by those faculty members member present.</i>	<b>Date :</b>	March 26, 2024
		<b>Time:</b>	4:00pm
<b>Called to Order:</b>	4:01pm	<b>Location:</b>	Via Zoom
<b>Guests</b>	None	<b>Scribe:</b>	Erin Neil
<b>Approval of agenda</b>	<b>Approved by consensus with no additions.</b>		
<b>Approval of previous meeting Minutes</b>	<b>Date:</b> November 28, 2023 <b>MOVED</b> by G. Vilas and <b>SECONDED</b> by M. Glover to approve the minutes as circulated. <b>ALL IN FAVOUR. CARRIED.</b>		
<b>Meeting Attachments:</b>	All attachments provided via email March 12, 2024 & March 26, 2024		

Topic	Summary	Action by whom	Target Date	Status
<b>1. Tour of Faculty Councils: Learning Environment of the Future</b>	Dr. K. Mundel presented:  <small>Conversations about the Learning Environment.pdf</small>			
<b>2. Health, Safety and Environment</b>	T. Birbeck presented:  <small>Health Safety and Environment.pdf</small>			
<b>3. Dean's Report</b>	Dr. B. Hemmelgarn provided update: <ul style="list-style-type: none"> <li>Dr. Elaine Yacyshyn has been appointed as the Vice Dean Faculty Affairs as of April 1, 2024.</li> <li>Thanked Dr Dennis Kunimoto for his 11 years of service in the Dean's office. Dr. Kunimoto will continue as a Special Advisor – announcement to be sent.</li> <li>University budget update provided.</li> <li>ASSUA and NASA negotiations are currently underway. More information will be provided.</li> <li>Funding has been received for 30 UME seats.</li> <li>In the final phases of budget negotiations with the Government right now in terms of the expansion to Grande Prairie.</li> <li>Google storage allocations will be implemented in January 2025.</li> <li>Faculty is undergoing a midpoint strategic plan review – vision 2025. Group will be meeting again in April to review and update.</li> <li>Opened for discussion.</li> </ul>			
<b>4. New Faculty Welcome</b>	Dr. B. Hemmelgarn welcomed new Faculty.			
<b>5. Deputy Dean Report</b>	Dr. T. Stelfox provided update: <ul style="list-style-type: none"> <li>In the midst of a search for a new permanent chair for the Department of Pediatrics.</li> <li>2 Institute director searches ongoing the first one is for the Alberta Transplant Institute.</li> <li>The final search and selection is for the Cardiovascular Research Institute.</li> </ul>			

Topic	Summary	Action by Whom	Target Date	Status
	<ul style="list-style-type: none"> <li>In the process of beginning to review our procedures and processes for hiring faculty members.</li> </ul> <p>Asha Rao presented:</p> <p>Engagement survey update / People Strategy:</p>  <p>FoMD ENGAGEMENT SURVEY.pdf</p>			
<b>6. Vice-Deans Research</b>				
<b>a. Update – Clinical</b>	<p>Dr. N. Pannu provided update:</p> <ul style="list-style-type: none"> <li>Data access - I'm very pleased to announce that U of A and AHS have come to an agreement, an information management agreement which should allow enhanced data access to researchers wanting to look at AHS data. More details will be coming out in announcements in the next couple of weeks.</li> <li>AHS has appointed a liaison with the health system access group. Clinical researchers here if you have any questions about getting data out of connect care, getting things built into connect care, really anything connect care related or health system access related. Accessing patients we will now have a specific contact at U of A. Further announcement will be sent.</li> <li>Canada Research Tier One Chair the official announcement came out last week. That application is open until April 24. It is for pillars 2 to 4, a clinician scientist. A female or gender minority clinician scientist working in pillars 2 to 4. Any questions contact the Office of Research.</li> </ul>			
<b>b. Update – Basic</b>	<p>Dr. R. Lehner provided update:</p> <ul style="list-style-type: none"> <li>CHR success in our faculty. FoMD received funding for 15 projects, including 10 project grants and 5 priority announcements, and this totaled about \$10 million dollars.</li> <li>Have submitted 72 applications, which is up from previous 2 competitions. We are still a little bit below the national average.</li> <li>Early investigators 4 out of the 10 awarded project grants were to early career faculty members, and these were their second or third CHR.</li> <li>Thank you to all the internal reviewers who have dedicated their time to review the CHR applications and the CHR applications that have been now submitted for the next competition, and we all know that this internal review contributes to the success. Big thanks to our research institutes and departments supporting the internal review process.</li> <li>CRC Tier One Awards – congratulated winners.</li> </ul>			
<b>7. Vice-Faculty Affairs</b>				
<b>a. GFC Update</b>	  <p>Report-to-BoG-from-GFC-2024-01-29.pdf      Report-to-BoG-from-GFC-2024-02-26.pdf</p>			
<b>8. Announcements</b>	None			
<b>Next Meeting</b>	<b>5:30pm Adjourned</b>			
<b>Approval Date</b>	<b>May 21, 2024</b>			

# Conversations about the Learning Environment



UNIVERSITY  
OF ALBERTA



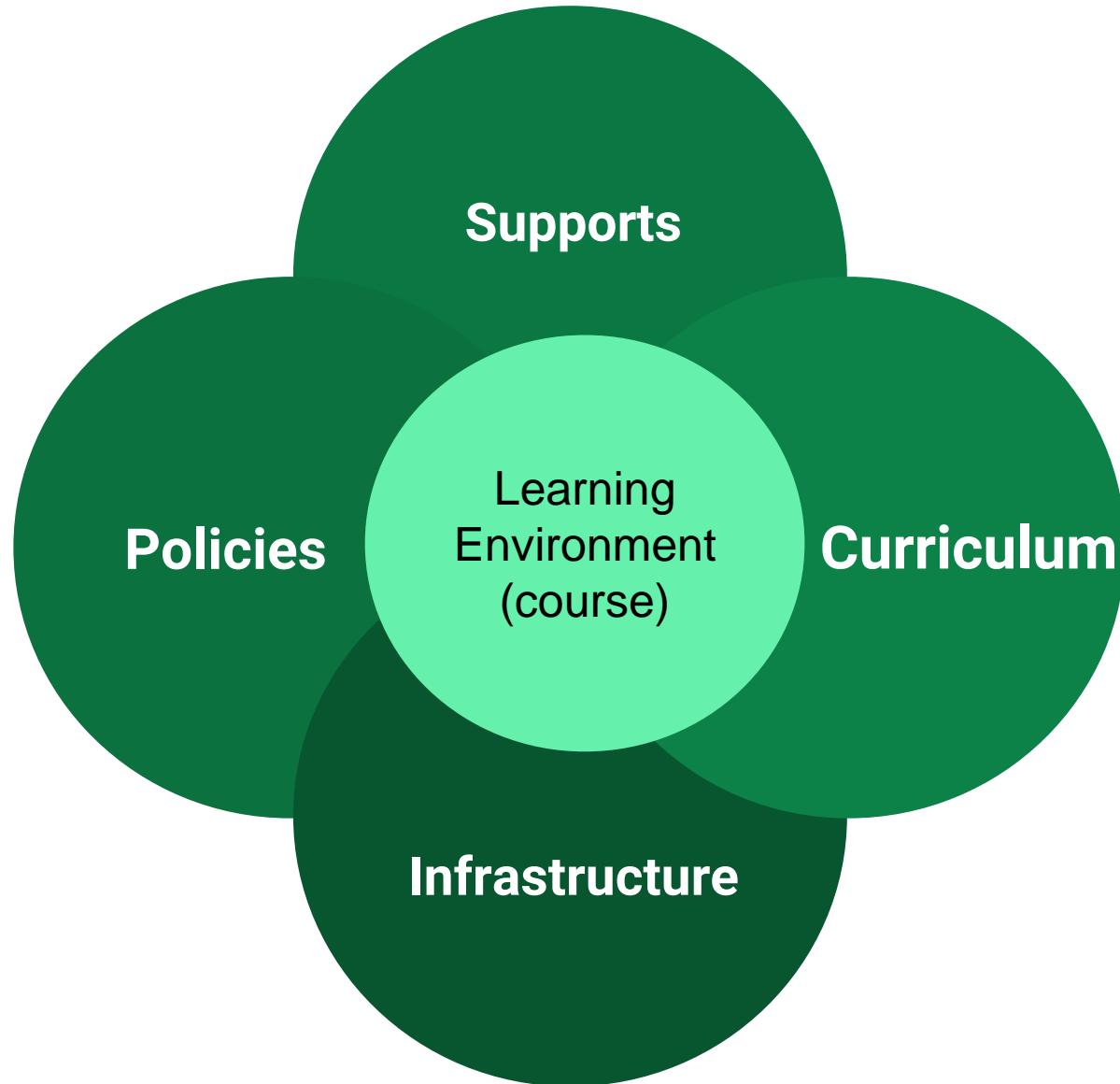
# Framework for Effective Teaching

Teaching, Learning and Evaluation Policy Suite



UNIVERSITY  
OF ALBERTA

# Learning Environment



# Discussion starting questions



<https://forms.gle/WHE5rP8aqbAJ2Qqr7>

# Questions

- What innovative teaching methods or technologies do you think could transform our learning environment?
- What's one thing that would improve your ability to teach the way you want to?
- What barriers are there to you facilitating more inclusive learning environments?
- To what extent has generative AI impacted your teaching?



[https://forms.gle/  
WHE5rP8aqbAJ2QQr7](https://forms.gle/WHE5rP8aqbAJ2QQr7)

# Culture of Care

## Supervising Safety course

Requirement that all supervisors complete the mandatory requirement **by 28 April 2024**

1. Register and complete the course
2. Sign the Safety Declaration

Current completion of faculty as of 26 March: **45.17 % (220 of 487)**

[Full details at Supervisor Safety Declaration webpage](#)

**HSE on behalf of University is sending automatic emails in to those supervisors that have not completed the training.**



# Field Research

Field Research is defined as:

- Any off-campus research activity undertaken by members of the university staff, students, postdoctoral fellows, volunteers and faculty to collect, generate or analyze all forms of data, including but not limited to environmental, biological, archival, ethnographical, anthropological, library or other research (e.g. laboratory research conducted by a member of the university community at a host institution, reconnaissance field trips to locate suitable field sites or visit an industrial or construction site for hazard assessment)
- Field trips and field schools carried out nationally or internationally

Does not apply to travel conferences that do not include research activities

# Field Activity Plan (FAP) Update

Required by anyone conducting “field research”.

The wide scope of field research activities and locations, as well as the variety of skills and experience among team members, present distinct risks and hazards that must be managed to ensure safety during field activities.

Program has undergone significant changes and updates to reflect the needs to manage university risk, Culture of Care initiatives, and the recent fatality in 2023.

**Focus is to prevent incidents** through proper planning, collaboration, and continuous improvement to field safety practices

# Pathway ahead

## Field Safety Plans

- Revised Template - Supervisor/PI to complete
  - Risk and Hazard Assessment
  - Locations, contact details, Emergency Plan
- Training - available in March
  - Online - 2 hours
  - In person session (available April)
- Approval process
  - Review by FSA
  - Sign off by PI, Chair or Dean - related to risk level

# Field Safety Plans

Field Research Office (HSE)

Full details available on webpage

- [New Field Research Safety Training 2024](#)
- More messaging forthcoming
  - [Interdepartmental Correspondence](#) from HSE to ADMs

Questions and concerns can be addressed the Faculty Safety Advisor

**Dan Daerendinger**

**daerendi@ualberta.ca**

# Faculty of Medicine & Dentistry – Agenda

Date	Location	Start Time	End Time	Action Required	Presenter
March 26, 2024	Zoom Meeting	4:00pm	5:30pm		
Time	Agenda Items				
	1. Call to Order				B. Hemmelgarn
	2. Approval of Agenda			Approval	B. Hemmelgarn
	3. Approval of Minutes – November 28, 2023*			Approval	B. Hemmelgarn
	4. Business Arising				B. Hemmelgarn
10 mins	5. Tour of Faculty Councils: Learning Environment of the Future			Information	K. Mundel
5 mins	6. Health, Safety and Environment			Update	T. Birbeck
10 mins	7. Dean's Report			Update	B. Hemmelgarn
5 mins	8. New Faculty Appointments			Information	B. Hemmelgarn
10 mins	9. Deputy Dean Report			Information	T. Stelfox
15 mins	10. Engagement survey update / People Strategy			Information	T. Stelfox/A. Rao
10 mins	11. Vice Dean, Faculty Affairs a. Update b. GFC Update*			Update	D. Kunimoto
5 mins	12. Vice Dean, Research – Clinical a. Update			Update	N. Pannu
5 mins	13. Vice Dean, Research – Basic Science a. Update			Update	R. Lehner
	14. Other Business/Announcements				
Next Meeting: May 21, 2024 – 1600-1730 –*Attachments				Adjourned	



# FoMD ENGAGEMENT SURVEY PRESENTATION



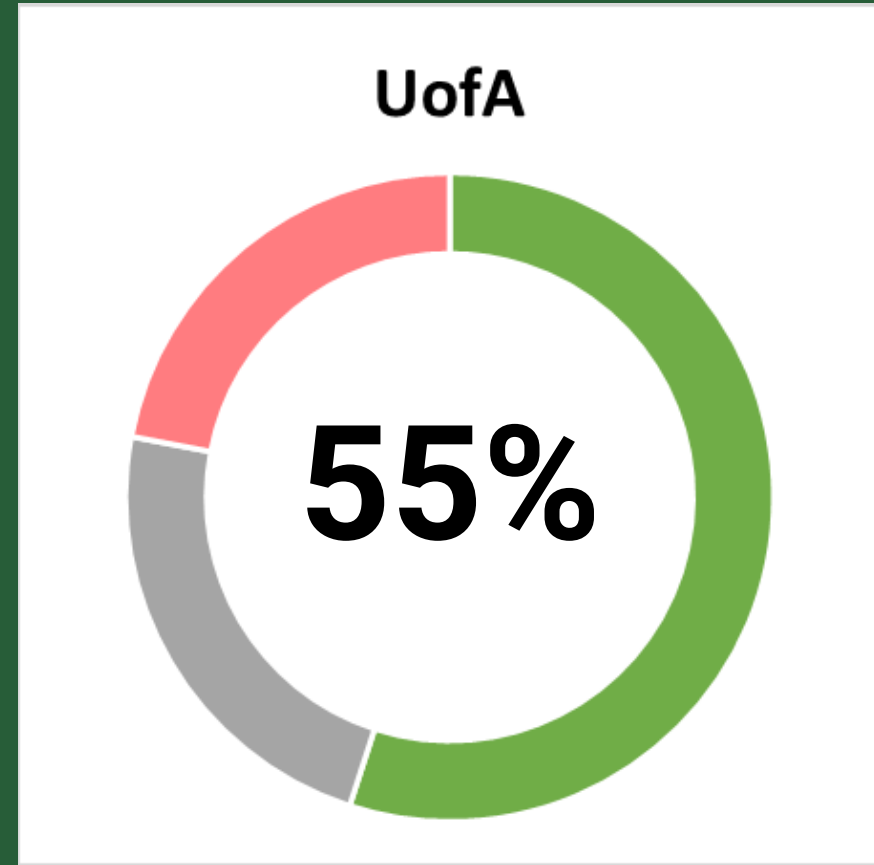
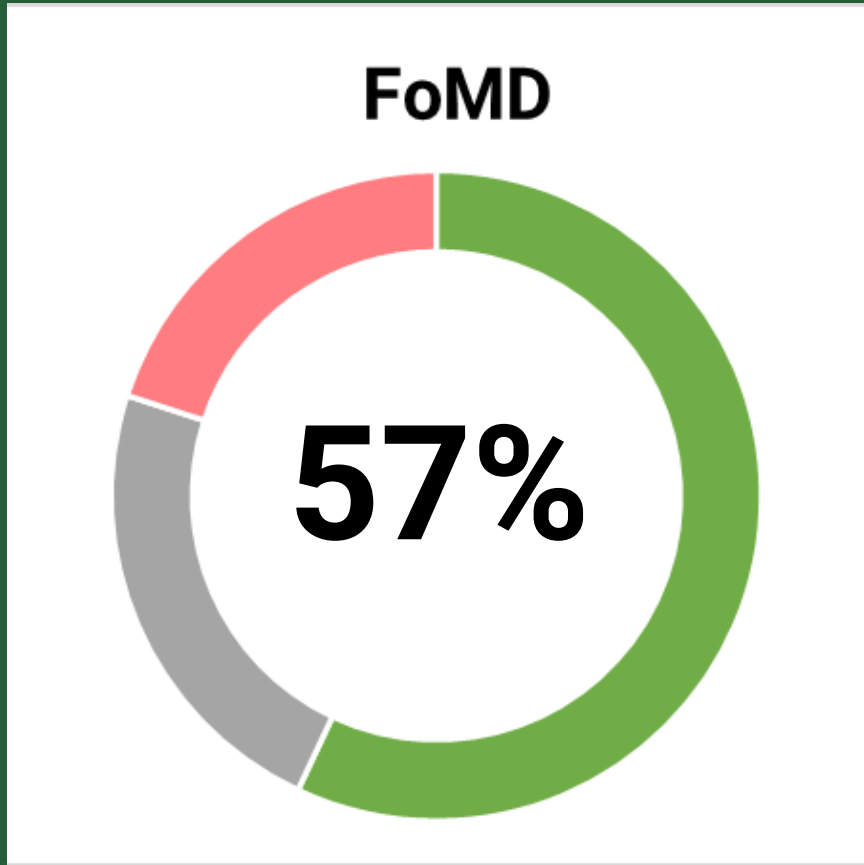
UNIVERSITY  
OF ALBERTA



# Engagement Survey - Methods

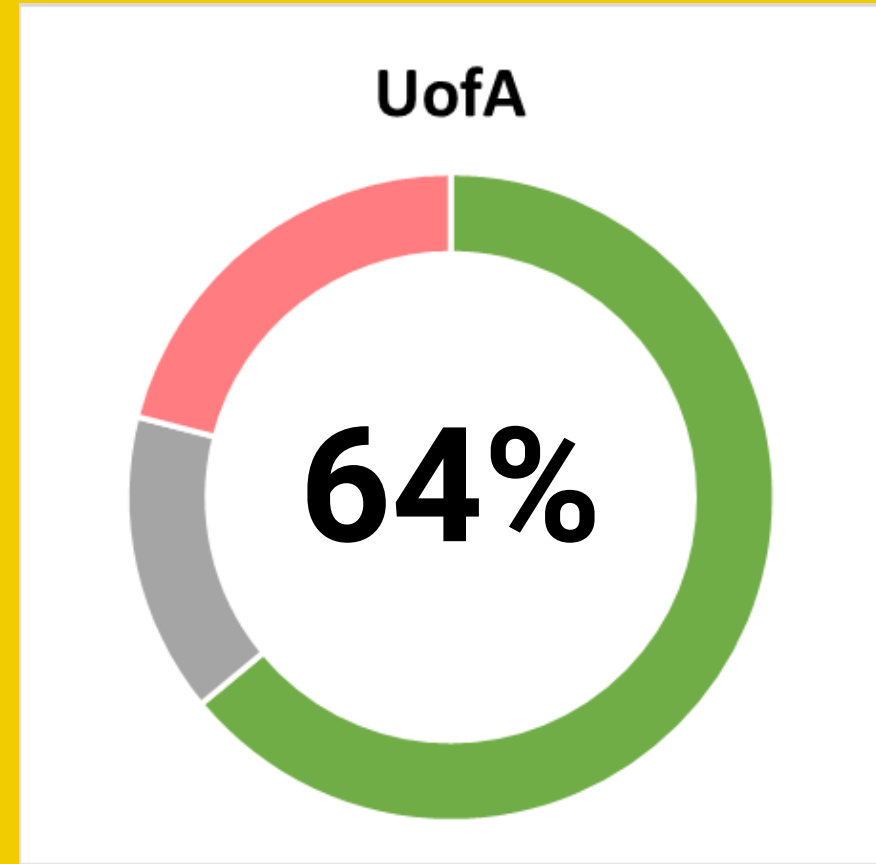
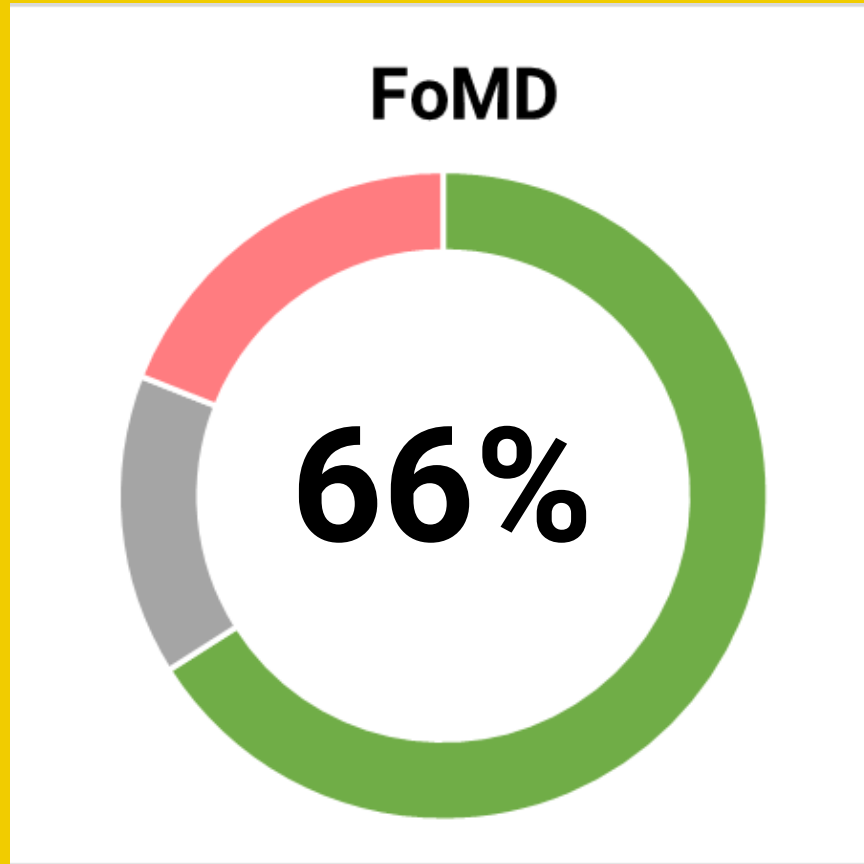
- Administered May 2023 to all faculty and staff
- 61 close-ended questions; 2 open-ended questions
- Results categorized into two key outcomes:
  - Engagement
  - Enablement
- Response rate:
  - U Alberta overall 51% (n=5,368)
  - FoMD 44% (n=880)

# How engaged are FoMD faculty & staff?





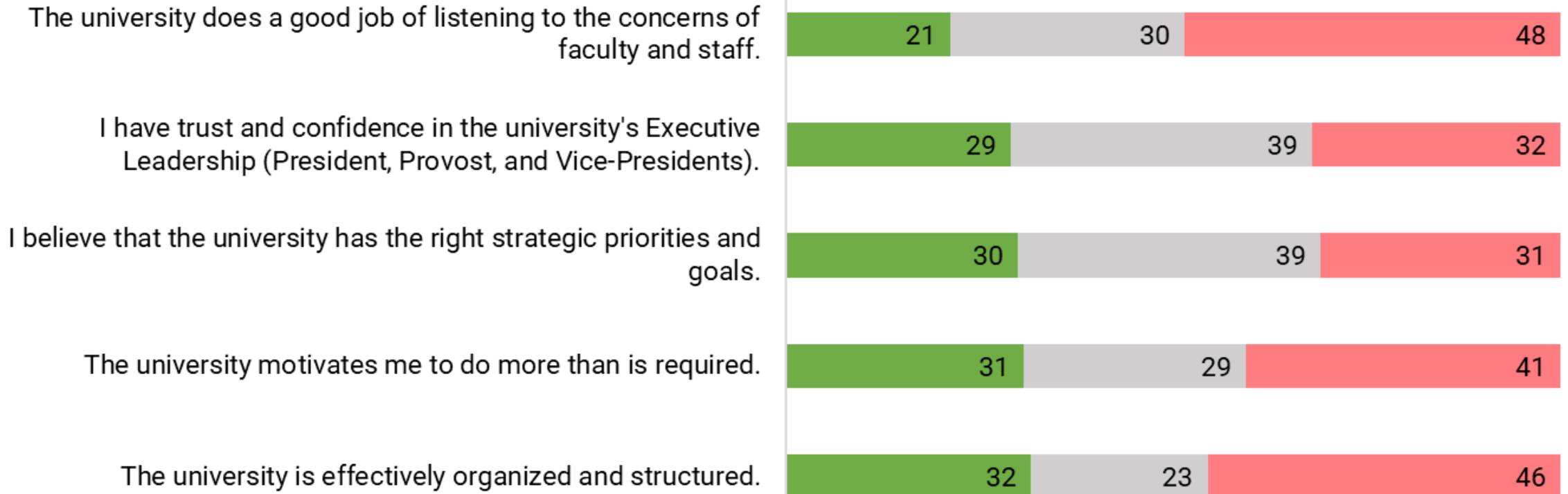
# How enabled are FoMD faculty & staff?



# Where are we strongest?



# Where do we have room to improve?



# People Strategy

## **Emerging themes from what the University heard:**

- The need for high-functioning supports and resources to enable people to thrive in their roles
- The impact of workload and work-related stress on our well-being
- The desire for a sense of community and connection

# Next Steps

- Townhall with the Dean and Deputy Dean April 30, 3:30 - 4:30, Katz (Allard Lecture Theatre) to discuss results and begin to develop action plans
- Support Department, Institutes and Units and develop People Strategy Action Plans

Contact [arao@ualberta.ca](mailto:arao@ualberta.ca) for further information

**Leading with Purpose.**



**UNIVERSITY  
OF ALBERTA**

---

FROM THE GFC MEETING OF JANUARY 29, 2024

The Chair began with a land acknowledgement:

The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

In his comments from the Chair, he noted:

- The appointment of Simaan Abourizk as Dean of the Faculty of Engineering;
- The appointment of Rickey Yada as Dean of the Faculty of Agricultural, Life & Environmental Sciences (ALES) for a 5-year term, effective October 1, 2024;
- Recognition of Stan Blade's two-term tenure as Dean of the Faculty of ALES;
- The appointment of Shannon Scott as acting dean of the Faculty of Nursing through to June 30, 2024; and
- The return of Jennifer Tupper to her role as Dean of the Faculty of Education.

## **DISCUSSION ITEMS**

### Question Period

Members received written responses regarding Campus Saint-Jean, Wellness Supports, and Electricity Demands and Power Usage.

During the meeting, members asked about:

- the recent decisions by the federal government concerning international student visas and the implications for the U of A Foundation Program;
- numbers for international student visas allocated to the Province of Alberta and how they would be managed;
- Plans for implementation of a new Learning Management System including maintenance of the eClass/Moodle content and which decisions could be made by the instructor; and
- if the proposed minimum funding level of \$25,000 for PhD students would be the same for international students who face higher tuition levels.

### Student Academic Integrity Policy Suite

Ravina Sanghera, Vice-Provost and Dean of Students and Chris Hackett, Discipline Officer, Student Conduct and Accountability presented the proposed suite of changes and the consultations to present. They noted in particular the creation of a new position in response to consultation feedback concerning the importance of education and supporting faculties and colleges in the implementation of the policy.

There were no questions.

### Development of a U of A Foundation Program

Melissa Padfield, Deputy Provost (Students and Enrolment) and Rebecca Nagel, Associate Professor, Faculty of Arts, and Academic Director, U of A Foundation Program, presented the rationale and proposed implementation plan for a U of A Foundation Program, comparing it to the existing Transition Year Program which sees students register in Open Studies. She noted that the University has already made a request for proposals for a third-party recruitment partner and expressed a hope that this model could be expanded to domestic students. R Nagel noted that the program regulations were under consideration by the GFC Programs Committee.

Members discussed:

- the role of the English Language School in the initiative;
- interest by third-party providers and a question of what supports they would be providing;
- the proposed tuition rate to participate in the program;
- how the allocation of federal International student visas would impact implementation;

- how domestic and rural students might access the program;
- whether ministerial approval would be required;
- a concern that instructors would be expected to provide additional supports to Foundation students; and
- how community members may perceive the program when there are qualified domestic students who cannot gain admission to the University.

### People Strategy

Todd Gilchrist, Vice-President (University Services and Finance), and Verna Yiu, Provost and Vice-President (Academic), thanked members for their participation in the Summit on January 26. T Gilchrist noted the next steps for the People Strategy including the release of the *What We Heard* document and Town Halls to discuss the feedback. They noted that the Steering Committee would be tasked with drafting the strategy and the hope that this document could be distributed to the community in March.

There were no questions.

### Equity, Diversity, and Inclusion Action Plan

Carrie Smith, Vice-Provost (Equity, Diversity and Inclusion), reflected on the importance of the Equity, Diversity and Inclusion (EDI) Strategic Plan published in 2019 and the learnings from the implementation of that framework. She spoke to the aspiration that a new EDI Action Plan could integrate measurable actions. She noted the context of multiple strategic plans within the University, as well as the Scarborough Charter. She signaled the three phases of engagement and the proposed launch of a living implementation and explained the process of engagement and co-creation with the EDI Leads Network. She emphasized the objectives and scope for the planning process and shared the operating principles for the planning process.

Members discussed:

- consistency across different faculties and programs in how students are supported to ensure better uniformity;
- the need for theory-based solutions and the accompanying issue of funding those initiatives which provide practical solutions for students facing barriers;
- how to support faculty development and education rather than imperatives;
- the work to support researchers to incorporate EDI into their research methodology to ensure increased success in their research; and
- whether the academic schedule could accommodate time for learning and collaboration in a more deliberate way.

Meeting materials can be accessed [here](#).

cc: W Flanagan, President and Chair, General Faculties Council  
 V Yiu, Provost and Vice-President (Academic)  
 J Zinken, Board Secretary and Manager of Board Services  
 Copy for Official File

*Prepared for: Dilini Vethanayagam, GFC  
 Representative on the Board of Governors,  
 by Kate Peters, GFC Secretary*



---

FROM THE GFC MEETING OF FEBRUARY 26, 2024

Verna Yiu, Provost and Vice-President (Academic), and Vice-Chair, General Faculties Council (GFC), chaired the meeting.

The Chair began with a land acknowledgement:

The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the sovereignty, lands, histories, languages, knowledge systems and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

The Chair invited the University of Alberta Students' Union to present an award for the promotion of Zero-cost Textbooks. She made remarks regarding:

- Update on the Learning Management System;
- Presidential Review Committee Update;
- Budget; and
- Google Storage.

The Chair screened a new pedagogical video on Sweetgrass Teachings and noted the importance of relationality to GFC's work.

### **ACTION ITEMS**

#### Master of Management Analytics

Michael Maier, Associate Dean, MBA Program, Alberta School of Business presented a proposal for a new Master of Management Analytics.

Members asked how the program will align with the University's strategic directions on equity, diversity and inclusion and whether this was typically a graduate credential as well as the potential for an equivalent undergraduate program.

#### CARRIED MOTION:

THAT the General Faculties Council recommend that the Board of Governors approve the new Master of Management Analytics (MMA) program in the Alberta School of Business for implementation upon final approval.

### **DISCUSSION ITEMS**

#### Question Period

Members received a written response on the LMS replacement. A member asked follow-up questions on the written responses concerning the implementation of a new LMS system, including:

- The decision to move away from the current LMS, Moodle;
- The weighting of votes in favour of *Desire to Learn* or *Canvas*;
- Whether the University had assessed the cost of keeping Moodle in comparison with the cost of implementing a new LMS;
- If students would be reimbursed for tuition if they were unsatisfied with the LMS implemented;
- Whether the LMS chosen could be counted on to function effectively;
- How metrics might be selected given that the choice has already been made to implement Canvas; and
- Timelines for implementation and how instructors' time is being considered in conversations with the vendor.

Other members made comments affirming the platform is outdated and lacks functionality and that students have lost trust due to numerous issues over the past few years. A member asked about other U15 users and whether a Canadian company owned Canvas.

Members asked questions concerning:

- The Google Storage issue and the intersection with the collective agreement which stipulates that the employer will supply all necessary instruments for the employee to do their work;
- Whether GFC would be receiving a full budget presentation in advance of the proposed presentation of the proposal to the Board of Governors in March;
- Who made the decision on the Learning Management System (LMS) and why GFC was not asked to approve it; and
- The consultation of support staff which did not include any opportunity to provide feedback.

#### Annual Enrolment Report

Norma Rodenburg, Acting Vice-Provost and University Registrar, Office of the Registrar, and Tracy Raivio, Vice-Provost and Dean, Faculty of Graduate & Postdoctoral Studies, presented the report and members discussed the impact of international tuition rates on undergraduate and graduate enrolment

#### Revised Draft of the Teaching, Learning and Evaluation Policy - Appendix B: Multifaceted Evaluation of Teaching and Learning

Karsten Mündel, Vice-Provost (Learning Initiatives) and Deanna Davis, Interim Executive Director, CTL, Centre for Teaching and Learning, presented the proposed guidelines developed as a result of the Teaching, Learning and Evaluation Policy suite approved in 2023. They noted in particular the use of the Framework for Effective Teaching and the requirement for multifaceted evaluation of teaching. D Davis spoke to the provision of supports from CTL to implement the Appendix.

Members discussed:

- Whether the Appendix could go further in evaluating instructors' efforts to make teaching and learning more flexible;
- If it was appropriate to include evaluation criteria concerning affordability of course materials;
- A request that the guidelines and supports materials, once developed, be distributed to GFC for information; and
- A comment that the Student Perspectives of Teaching (SPOT) questions don't require direct feedback on teaching and a question about whether Appendix B could provide avenues for direct feedback from students.

#### SHAPE Implementation

Verna Yiu, Provost and Vice-President (Academic), presented on the 3-year implementation plan for SHAPE noting the need for clear accountabilities and metrics for growth. She noted that a roadmap would be released in the coming months.

Members asked what work will need to be performed at a department level by Chairs and others.

#### Proposed revisions to GFC Academic Planning Committee (APC) Terms of Reference

Ryan Dunch, Professor and Chair, History, Classics & Religion, and Chair of the Executive Sub-Committee on Governance and Procedural Oversight (Exec GPO), and Kate Peters, Secretary to GFC, presented the proposed changes to the format of the APC Terms of Reference, the pending motion to disband the Facilities Development Committee (FDC), and the Board delegated authority to approve General Space Plans.

Members discussed:

- A concern that the proposed composition which will include three additional *ex officio* members who are also provostial delegates, will weaken the student voice on the committee;

- A suggestion that the proposed new GSA Executive who will represent Indigenous graduate students could be added to the composition;
- A comment that the proportion of student seats will not change and that as a result, with only four students, there is a decrease in the weight of student representation; and
- That the student seats could be opened to at-large students rather than only GFC students.

Meeting materials can be accessed [here](#).

cc: W Flanagan, President and Chair, General Faculties Council  
V Yiu, Provost and Vice-President (Academic)  
J Zinken, Board Secretary and Manager of Board Services  
Copy for Official File

*Prepared for: Dilini Vethanayagam, GFC  
Representative on the Board of Governors,  
by Kate Peters, GFC Secretary*