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## MINUTES

### SCHOOL COUNCIL

23 October 2020, 2:00-4:00 PM, Virtual Meeting

Present: K. De Long, D. Allard, D. Askey, S. Auger, T. Ball, C. Elefante, N. Erickson, K. Frail, K. Lar-Son, C. Lynch, K. MacLeod, H. Madsen, P. Martinez, I. Martyniak, M. McNally, T. Oliphant, A. Pritcher, D. Rathi, A. Shiri, R. Stobbs, F. Tough, R. Wimmer, A. Worrall, D. Zhao

Regrets: G. DeVos, S. Farnel, B. Flanagan, B. Reyes Ayala, A. Samek, A. Schrader

Secretary: C. Mosimann

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Materials before members are contained in the official meeting file. Votes were conducted via poll function in the Zoom teleconference platform.

#### *Call to Order and Roundtable Introductions*

#### 1.0 **Approval of Agenda dated 23 October 2020**

It was requested that the University Library update be moved to later in the agenda.

**Motion:** It was moved by P. Martinez, seconded by D. Zhao, that the agenda be approved with changes.

**CARRIED**

#### 2.0 **Introduction of Chair and Associate Chair**

SLIS Interim Chair K. De Long, and Associate Chair and Graduate Coordinator D. Rathi introduced themselves to council members.

#### 3.0 **Statement on the Passing of Ernie Ingles**

K. De Long delivered a statement on the passing of Ernie Ingles, SLIS Chair from 2010-2013. It was noted that Mr. Ingles was instrumental in the creation of the Online MLIS program. K. De Long also noted the recent passing of Charles H. Davis, Director from 1976-1979. D. Askey stated that University Library are in the process of naming something in Mr. Ingles' honour.

#### 4.0 **Administrative Update**

I. Martyniak delivered an administrative update. The past few years have been concentrated on the administrative merge and re-accreditation process. A brief overview of administrative staff roles was given. It was noted that we do not yet know what impacts the university restructuring process will have on SLIS.

#### 5.0 **Curriculum Committee Motions**

T. Oliphant introduced herself as Committee Chair for 2020-2021 and delivered an overview of the committee's composition and current goals. T. Oliphant invited D. Rathi, Committee Chair for 2019-2020, to speak on the proposed changes as they were passed during his tenure.

#### 5.1 **Changes to LIS 590 (Practicum)**

D. Rathi overviewed the rationale behind the proposed changes. It was asked why the prerequisite elective must be an IT-designated course. D. Rathi responded indicating that IT skills are often important for a practicum, and the instructor retains the option to give consent if all prerequisites are not met. T. Oliphant noted that many practicum site supervisors require more technological competencies, which was also a factor in the proposed change.

**Motion:** It was moved by D. Rathi, seconded by D. Allard, that the prerequisites for LIS 590 Practicum eligibility be reduced officially from ★6 to ★3 in LIS electives, that is, from two 3-credit electives to one 3-credit IT-designated LIS elective.  
**CARRIED**

#### 56.2 **Permanent Course Number to LIS 598 "Indigenous Library and Information Studies in a Canadian Context"**

D. Rathi invited course instructors T. Ball and K. Lar-Son to speak on the creation of the course and how it has evolved during piloting. The course has been run four times and has received positive feedback from students. A technical question was asked inquiring why the Curriculum Committee Recommendation Form had no information under the "Current" column. D. Rathi and T. Oliphant clarified that LIS 598 is a special topics course for piloting new courses; as a permanent course number is being assigned there is no current course that is being changed.

**Motion:** It was moved by M. McNally, seconded by A. Worrall, that a permanent course number be given to an existing LIS 598 course titled "Indigenous

Library and Information Studies in a Canadian Context” with the title and calendar description as included in the Curriculum Committee Recommendation Form.

**CARRIED**

#### 5.0 **University Library Update**

K. Frail delivered an update from University Library including information on the closure of the Coutts Library and relocating the materials from Education South to the Rutherford Library. It was noted that timeframes in her submitted report are subject to change because of COVID-19 impacts.

#### 7.0 **Updates to Terms of Reference**

C. Mosimann overviewed the proposed updates to the School Council and Academic Council Terms of Reference, and noted that these updates primarily focus on virtual meetings and the terminology changes. A comprehensive review of all SLIS Terms of Reference will be required in the future after the University’s restructuring process is complete.

**Motion:** It was moved by T. Oliphant, seconded by P. Martinez, that the Academic Council Terms of Reference be approved.

**CARRIED**

It was noted that there has been a process change within the Faculty of Education where the faculty representative on School Council is now elected; the proposed update still refers to the representative being appointed by the Dean. It was moved by K. MacLeod, seconded by D. Askey, to approve the School Council terms of reference after the language is confirmed. An updated version will be distributed to members via email for approval via electronic vote.

#### 8.0 **Associate Chair and Graduate Coordinator’s Report**

D. Rathi delivered the Associate Chair’s report. During discussion it was asked if there is a way to connect online students who are co-located in the same city; in previous years a Google Map showing where students are based has been made. It was suggested that a dynamic interactive map may be useful for connecting students, though concern was raised regarding privacy requirements and sharing of location data. It was commented that SLIS students have established their own group eClass section (not administered by SLIS) and this could be used to run forums, polls, etc., as a way for students to voluntarily connect with and support each other.

## 9.0 Chair's Report

K. De Long delivered the Chair's Report with information on several topics.

At the end of June 2020 SLIS received MLIS program re-accreditation from the American Library Association (ALA), and offered congratulations to T. Samek and the entire team for their work. The ALA has indicated SLIS has a very strong MLIS program. Accreditation standards will be examined and possibly revised over the next few years.

The University as a whole continues to be engaged in academic and administrative restructuring with changes coming over the next several months. We do not yet know what impacts this will have on SLIS though it is possible that some administrative functions will be centralized. SLIS is in a position of strength, though this does not mean the SLIS will not be impacted by restructuring. It was asked if there is any thought on the McKinsey & Company review of postsecondary education in Alberta and how that may impact LIS studies here. D. Askey responded, indicating that it seems to be a sectoral review that will likely examine similar programs offered by multiple universities. As SLIS is the only ALA-accredited program in Alberta the review may not directly impact SLIS.

K. De Long has met with S. Key in the Faculty of Education Professional Learning Unit (PLU) regarding collaboration with SLIS. S. Key will be invited to a future Academic Council meeting to speak and answer questions about the PLU offering professional learning. SLIS will consider reaching out to our alumni and the larger community about potential professional learning needs.

K. De Long has also met with Aboriginal Teacher Education Program (ATEP) Director E. Steinhauer to explore ways of encouraging ATEP students to look towards libraries as a profession. Along with SLIS, colleagues from the University Library will present at an ATEP Professional Development day and promote librarianship as a career. Support was voiced for this.

## Motion to Adjourn

**Motion:** It was moved by I. Martyniak, seconded by K. MacLeod, that the meeting be adjourned.

**CARRIED**

*Meeting Adjourned.*

## Curriculum Committee Recommendation form

This form is used by the SLIS Curriculum Committee to document and recommend course changes, additions and modifications to the SLIS Academic Council and SLIS School Council for approval.

**Date:** 23 October 2020

**Type of Change:**  NEW COURSE\*  EXISTING COURSE  COURSE DELETION

### CALENDAR COPY

<b>CURRENT</b> Calendar Section Number §[231.166 ] <i>(Use strike out for <b>all</b> changes)</i>	<b>PROPOSED</b> Calendar Section Number §[231.166] <i>(Underline <b>all</b> additions)</i>
	<p><b><u>LIS 5XX: Indigenous Library and Information Studies in a Canadian Context</u></b></p> <p>3 (fi 6) (either term, 3-0-0). <u>An introduction to Indigenous Library and Information Studies within a Canadian context. This course will focus on Indigenous approaches to Storytelling, Traditional Knowledges, data sovereignty, social responsibility, collections and services, programming, research, and reference. This is a community-led course that encourages reciprocal relationships with local Indigenous communities.</u></p> <p><u>Pre/Co-requisite: LIS 501 or consent of instructor</u></p>

**Course Title:**

LIS 5XX: Indigenous Library and Information Studies in a Canadian Context

**Rationale:**

1. In 2015, the Truth and Reconciliation Commission of Canada released the “94 Calls to Action” where educational and memory institutions were called upon to address their current relationship with Indigenous Peoples who are currently living in what is now known as Canada. This course is one of many steps towards reconciling this past; it is the first 3-credit, graduate course within Canada about Indigenous librarianship that is taught from an Indigenous perspective by Indigenous instructors.
2. The proposed course adds to the existing MLIS curriculum by educating students of Indigenous approaches to social responsibility, research about Traditional Knowledges, storytelling, data sovereignty, information technology, and programming. These topics

were chosen based on community consultation and job expectations for those entering the field of librarianship.

3. The proposed course is community centered, which gives MLIS students the opportunity to interact with local Indigenous organizations. This course acts to bridge the gap between academia and Indigenous communities by giving students the cultural competency to interact with community members in a responsible manner particularly in the context of librarianship. A number of MLIS students are expected to work with Indigenous Peoples and a course like this will give students the tools, connections, and confidence necessary to move forward with Indigenous Peoples in their professional roles.
4. The proposed course has been piloted twice (Fall 2018 and Fall 2019) as the special topic course, 'LIS598: Indigenous Contexts for Library and Information Studies in Canada'. Both times it was piloted as an on-campus offering of the MLIS program. The course is also scheduled for the next two terms:
  - a. It was taught in the online offering of the MLIS program in the Spring 2020 term.
  - b. It is being taught in the on-campus offering of the MLIS program in the Fall 2020 term.
5. There is a demand for this course from both students and information professionals, and instructors have received requests from alumni to audit the course. Also, the course reached its maximum enrollment capacity (15 students) in both Fall 2018 and 2019 offerings. The course had a student wait list for the Fall 2019 term leading to over-enrollment in the course for that semester. Student(s) from the Faculty of Native Studies (FNS) have expressed interest in this course as well.
6. SLIS is committed to reconciliation with Indigenous communities and the inclusion of this course as a permanent course in the MLIS curriculum will be reflective of SLIS' efforts and commitments of Indigenous-focused initiatives.

**Recommendation:**

That a permanent course number be given to an existing LIS 598 course titled "Indigenous Library and Information Studies in a Canadian Context" with the title and calendar description as included above.

## Curriculum Committee Recommendation form

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**Date:** 23 October 2020

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<p><b><u>LIS 590: Practicum</u></b></p> <p>3 (fi 6) (either term, 3-0-0). The application of LIS theories and principles through experiential learning in a library, archives, records management and other services settings. Sections may be offered in a Cost Recovery format at an increased rate of fee assessment; refer to the Fees Payment Guide in the University Regulations and Information for Students.</p> <p>Prerequisites: <del>LIS 501, 502, 504, 505, and an additional *6 in LIS electives, or consent of instructor.</del></p>	<p><b><u>LIS 590: Practicum</u></b></p> <p>3 (fi 6) (either term, 3-0-0). The application of LIS theories and principles through experiential learning in a library, archives, records management and other services settings. Sections may be offered in a Cost Recovery format at an increased rate of fee assessment; refer to the Fees Payment Guide in the University Regulations and Information for Students.</p> <p>Prerequisites: <u>LIS 501, 502, 503, 504, 505, and an additional *3 in an IT-designated LIS elective, or consent of instructor.</u></p>

**Recommendation:**

The prerequisites for LIS 590 Practicum eligibility be reduced officially from \*6 to \*3 in LIS electives, that is, from two 3-credit electives to one 3-credit IT-designated LIS elective.

Thus, the revised prerequisites for LIS 590 Practicum will be LIS 501, 502, 503, 504, 505, and an additional \*3 in an IT-designated LIS elective, or consent of instructor.

**Rationale:**

The rationale for this revision issues from the overall MLIS credit reduction from 16 to 13 courses, approved in 2018, and the attendant advice to MLIS students to take 3 courses per term instead of the previous standard of 4 courses per term.

The result of the revised approach is that students typically will have completed only 6 courses instead of 7 courses by the end of their first year of full-time study.

This reduction in LIS 590 Practicum requirements will facilitate MLIS student eligibility for spring placements.

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## **TERMS OF REFERENCE**

### **ACADEMIC COUNCIL**

**Pending Approval**

#### **Mandate**

The SLIS Academic Council discusses and makes decisions and recommendations (as appropriate) about program and curriculum development, as well as students, facilities, timetabling, and other issues and matters arising from within the School and brought to the Academic Council by the School Chair or by way of a SLIS standing committee.

#### **Process**

Academic Council will consider a pre-distributed agenda prepared by the Secretary, which shall be distributed in a timely manner. In addition to any new or arising business Academic Council meetings hear and discuss the reports of SLIS standing committees and ad hoc committees as appropriate and will provide feedback and direction for the committees. Decisions approved by Academic Council may require additional approvals through appropriate channels, most particularly the SLIS School Council but also including the Faculty of Graduate Studies and Research, and from time to time General Faculties Council (and its various Committees such as the Academic Planning Committee) or the Education Faculty Council.

#### **Composition**

The Chair of SLIS shall be the Chair of Academic Council (ex officio). Academic Council will include all full-time academic staff at SLIS, including those on leave, plus the SLIS Assistant Chair or equivalent. Full-time academic staff is interpreted to mean all continuing academic staff in Category A1.0 (GFC 28 NOV 1988) (EXEC 19 MAR 1998).

Guests may be invited to join meetings to speak about issues that will affect the MLIS program or the institutional environment at the University of Alberta. Guests are not eligible to vote.

#### **Officers**

Academic Council's Officers shall be the School's Chair, who shall chair the Academic Council, and the SLIS Assistant Chair, who will provide an appropriate level of administrative support and designate the role of Academic Council Secretary.



## Quorum

The quorum for the SLIS Academic Council meetings shall be more than half of the voting members.

## Meetings

Meetings of the Academic Council shall be generally held on a monthly basis. The dates of Academic Council meetings shall be once per month, if sufficient agenda items are received, during the period September through April. In cases of insufficient agenda items, meetings may be cancelled at the discretion of the Chair. Meetings may be scheduled during the months of May, June, July, and August at the discretion of the Chair.

An exceptional meeting of the Academic Council can be called by the Chair to consider an urgent item of business. Provisions governing exceptional meetings are the same as for regular meetings except that the agenda is restricted to the item of business for which the meeting was called. ~~In unusual or extenuating circumstances, virtual meetings shall be held and all relevant votes shall be submitted electronically.~~

Meetings are normally held in-person on the University of Alberta North Campus. Members are expected to attend in-person whenever possible. In circumstances where participants are not able to physically attend virtual participation is permitted. Wholly virtual meetings may be held if deemed necessary for operational or practical purposes. Members may join meetings by means of teleconference, videoconference or other accessible virtual platforms. Members who participate in a meeting by such means are deemed to be present at the meeting.

## Responsibilities

Approve, to be forwarded to the SLIS School Council, curriculum and program changes, including the addition and deletion of courses.

And, in addition, will:

- Review regularly the mandate, mission, goals, and objectives of SLIS and the MLIS program;
- Provide advice and guidance to the Chair on issues relating to SLIS;
- Develop and draft policy as necessary on internal School matters consistent with Faculty and University policy;
- Establish and develop terms of reference for each Standing, Ad Hoc Committee or Subcommittees and receive reports from committees, and take action as deemed appropriate;

- Receive reports from standing committees and their subcommittees and from the SLIS Associate Chair and Graduate Coordinator and act as appropriate;
- Submit curriculum changes requiring governance approval to University Governance as appropriate;
- Set agendas for faculty retreats and strategic planning meetings; and
- Determine the rules and regulations for governing the procedures of the Academic Council.

## **Procedures**

Meetings of the SLIS Academic Council shall be conducted in accordance with the Bylaws of Procedure adopted by the SLIS Academic Council. The Bylaws shall be approved by the Academic Council.

## **Approvals**

Approved by SLIS School Council on yyyy-mm-dd.

## **Bylaws of Procedure for SLIS Academic Council**

SLIS Academic Council procedures are based on those established by General Faculties Council (GFC). GFC voted against adopting Robert's Rules of Order. GFC is governed, instead, by precedent and, in situations not covered by precedent, GFC is guided by the Chair, whose rulings are subject to challenge. Relevant sections of GFC policy concerning rules of meetings and adapted for the use of the SLIS Academic Council are identified below (see GFC 28 OCT 1974).

### **1. Chair**

The Chair of the School shall chair the SLIS Academic Council.

### **2. Meetings**

Meetings of the Academic Council are open to members and specific guests.

#### **2.1. Guests**

Specific guests may be invited by the Chair to attend and speak to certain agenda items. Members who wish a guest to be invited for a given agenda item shall inform the Chair well in advance of the meeting date and in time for this to be recorded in the agenda. Non-participating observers may attend meetings subject to the will of the Academic Council and the discretion of the Chair.  
(CFGSR 1991/3/15)

## **2.2. In Camera**

In camera may be used to describe a closed meeting (non-members not permitted), which covers information not reflected in the action summary and not available to the public. Such sessions may discuss personnel, financial or other sensitive decisions that must be kept secret (for example, a strategic change which the faculty does not yet want the public to know about). (EFC Feb 2 2010)

## **2.3. Duration**

The agenda for Academic Council meetings shall be set in the expectation that the meeting will not exceed three hours in length. If this time is exceeded, the meeting shall be immediately adjourned unless the Chair and a majority vote of members present agree to an extension. (CFGSR 1991/3/15)

## **3. Voting**

### **3.1. Proxy Voting**

Proxy voting is not permitted for meetings of the Academic Council.

### **3.2. Electronic Voting**

Electronic voting by email, Google Form, or other means is permitted as required. Voting on motions during a meeting shall take place as described in §3.3 "Voting Procedures." Electronic voting conducted after a meeting is adjourned must be completed, within a reasonable timeframe, before the next scheduled meeting. ~~Electronic voting by email or other means is permitted as needed in exceptional circumstances. All email votes must be submitted in advance of Academic Council meetings.~~

### **3.3. Voting Procedures**

When every member who wishes to speak on a motion has done so, the Chair shall call for a vote. Voting during meetings shall normally be conducted by a show of hands **and/or voice** unless some other method is decided upon by motion. **This procedure applies regardless of in-person or virtual attendance.**

Voting shall be by majority vote except on a 'Motion to Rescind' without previous notice, when a two-thirds vote of those present is required. (EFC Feb 2 2010)

Each voting member of the SLIS Academic Council shall have one vote.

### **3.4. Members**

Voting members may participate in discussions and may move, second and vote on motions (EFC Jun 8 2010). Voting members on leave shall retain all voting

rights and membership responsibilities pertaining to Academic Council while on leave from SLIS.

### **3.5. Chair**

The Chair shall normally vote only in the instance of a tie vote. When there is a tie vote, the motion is lost if the Chair abstains. The motion is adopted if the Chair votes in the affirmative and is defeated if the Chair votes in the negative. (EFC Feb 2 2010)

### **3.6. Guests**

Guests may be invited to attend a particular meeting and to participate in discussion related to a specific item they were invited to address. Guests cannot move, second or vote on motions. (EFC Jun 8 2010).

### **3.7. Voting Results**

Guests may be invited to attend a particular meeting and to participate in discussion related to a specific item they were invited to address. Guests cannot move, second or vote on motions. (EFC Jun 8 2010).

### **3.8. Voting Responsibilities**

Guests may be invited to attend a particular meeting and to participate in discussion related to a specific item they were invited to address. Guests cannot move, second or vote on motions. (EFC Jun 8 2010).

## **4. Agenda**

### **4.1. Responsibility for the Agenda**

The authority to decide which items are to appear on an Academic Council resides with the Chair.

Agenda items, including the wording of proposed motions (if applicable) shall be submitted in written form and delivered to the Secretary of the Council no later than **seven (7) working days**~~one week~~ in advance of the meeting for which the item is being submitted (~~CFCGR 1991/3/15~~)

### **4.2. Order of Business**

At least the following business shall be observed by the Chair as necessary at regular meetings:

- a. Approval of the Agenda;

- b. Approval of Action Summaries;
- c. New Business;
- d. Reports from Standing Committees as necessary;
- e. Business Arising;
- f. Associate Chair and Graduate Coordinator's Report;
- g. Chair's Report;
- h. Other business.

#### **4.3. Agenda Approval**

Approval of the agenda requires a majority vote.

When the Agenda is being approved, the Chair will entertain a request to change the order, for specified reasons. (EFC Feb 2 2010)

New items cannot be introduced at Academic Council meetings except by a two-thirds vote of those present. In cases where the Chair or Secretary has been informed in advance of a request to add a new item, the proposal shall be circulated, time permitting, to members. (EFC Feb 2 2010)

#### **4.4. Agenda Distribution**

The Agenda and supporting documents for ~~all meetings~~~~all the monthly and any additional meetings~~ shall be distributed by electronic means at least **five (5) working days before**~~days one week before~~ the meeting is to be held.

### **5. Action Summaries**

Action Summaries of the previous Academic Council meetings shall be approved as submitted or approved as amended by a motion. (EFC Feb 2 2010)

Action Summaries imply that recorded are only matters raised and the actions taken but not what was said. Action Summaries shall include the date of the meeting and names of members present.

The record of discussion shall reflect fully the basis of decisions. (EFC Feb 2 2010)

Action Summaries of Academic Council meetings shall indicate what further action may be called for on any matter discussed.

Original agendas and supporting material are archived for historical reference. SLIS Academic Council agendas, Action Summaries and memberships shall be made available to the public. (EFC Feb 2 2010)

## **6. Motions**

A motion is a formal proposal that the assembly take certain action. To make a motion, a member must obtain the floor, that is, the member must be recognized by the Chair. (In the interest of clarity, it is advisable to write out a motion in advance; giving a copy to the Secretary usually expedites business.) The person making a motion will be invited by the Chair to speak first in any ensuing debate. (EFC Feb 2 2010)

A motion must be seconded. A second merely implies that the seconder agrees that the motion should be debated and not that the seconder necessarily favours the motion. If no seconder is found, the motion is dead and the meeting moves on to other business. (EFC Feb 2 2010)

### **6.1. Notice of Motion**

A Notice of Motion is a method of informing the membership in advance of the intention to make a specific motion. When Notice of Motion has first been given at an Academic Council meeting, the Chair will decide whether it is appropriate that such a motion be placed on the Agenda of the next meeting. (EFC Feb 2 2010)

### **6.2. Amendment to a Motion**

An amendment is a subsidiary motion. It is used to modify the wording - and within certain limits the meaning - of a pending motion before the pending motion itself is voted upon. Its adoption does not adopt the motion thereby amended, and its rejection leaves the pending motion unaltered. (EFC Feb 2 2010)

The amendment must be germane; that is, it must be closely related to or have bearing on the subject of the motion. No new subject can be introduced under the pretext of being an amendment. (EFC Feb 2 2010)

An amendment must be seconded and is debatable. Such debate must be confined to the desirability of the amendment and must not extend to the merits of the motion to be amended, except as may be necessary to determine whether the amendment is advisable. (EFC Feb 2 2010)

An amendment can be amended, by a motion to amend the amendment. A majority vote is required. (EFC Feb 2 2010)

The mover with the consent of the seconder may incorporate a 'friendly' amendment into the main motion if the mover and seconder of the amendment

are agreeable. The Chair has discretion to adjudicate challenges to the status of the friendly amendment. (EFC Feb 2 2010)

### **6.3. Motion to Table**

A Motion to Table enables the Academic Council to lay aside the pending question until some future time. A Motion to Table must be seconded, cannot be debated and requires a majority vote. The mover may make a brief statement on what information they believe would be necessary to lift an item from the table, followed by the proposer of the original item, who may make a brief comment to the Academic Council on the impact of tabling the motion. (EFC Feb 2 2010)

### **6.4. Motion to Take From Table**

A Motion to Take from the Table is a motion to bring back before the Academic Council the matter laid aside. Such a motion must be seconded, cannot be debated and requires a majority vote. (EFC Feb 2 2010)

### **6.5. Motion to Reconsider**

A Motion to Reconsider enables the Academic Council, within a limited time, to bring back for further consideration a motion that has already been voted on. The effect of a Motion to Reconsider is to restore proceedings to the point immediately prior to the vote to which it applies. (EFC Feb 2 2010)

A Motion to Reconsider must be brought forward at the same or next calendar month's meeting, after which Motion to Rescind procedures must be followed. (EFC Feb 2 2010)

A Notice of Motion to Reconsider must be provided with at least ten (10) working days' notice if the Motion to Reconsider does not take place at the same meeting. (EFC Feb 2 2010)

A Motion to Reconsider must be seconded and is amendable. (EFC Feb 2 2010)

A Motion to Reconsider is debatable, unless the motion to which it applies was not debatable. Debate may pertain to reasons for reconsideration only. (EFC Feb 2 2010)

A simple majority vote is required. (EFC Feb 2 2010)

An approved Motion to Reconsider suspends action on the original motion to which it applies until the original motion has been decided upon. (EFC Feb 2 2010)

A motion can be reconsidered only once. (EFC Feb 2 2010)

A motion which has already been acted upon cannot be reconsidered. (EFC Feb 2 2010)

#### **6.6. Motion to Rescind**

A Motion to Rescind is the motion by which a previous act or order can be cancelled or reversed. (EFC Feb 2 2010)

A Motion to Rescind is only used when a Motion to Reconsider is out of time. (EFC Feb 2 2010)

A Motion to Rescind must be seconded, and is amendable. (EFC Feb 2 2010)

A Motion to Rescind is debatable, unless the motion to which it applies was not debatable. Debate may pertain to reasons for reconsideration only. (EFC Feb 2 2010)

A Motion to Rescind requires a Notice of Motion provided to Council membership with at least ten (10) working days notice. A two thirds majority vote of those present is required. (EFC Feb 2 2010)

#### **6.7. Motion to Adjourn**

A Motion to Adjourn is a motion to close the meeting. It must be seconded, is not debatable or amendable and requires a majority vote. (EFC Feb 2 2010)

### **7. Debate Procedures**

#### **7.1. Interrupting a Speaker**

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. A speaker may not be interrupted because the listener does not agree with what is being said. (EFC Feb 2 2010)

#### **7.2. Calling the Question**

Calls of "Question!" by members from their seats are informal expressions of individual members' desires to proceed to a vote on the matter under discussion. (Such calls are disorderly if made while another member is speaking.) Upon hearing such a call, 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, eligible members will then vote on this motion and proceed accordingly. (EFC Feb 2 2010)



### **7.3. Challenging the Chair**

The Chair may allow debate on a point of order before making a ruling. The Chair should state the basis on which such a ruling is made and no debate thereon is permitted. When the Chair rules on a question of procedure, any member may rise and state to the Chair, "I respectfully appeal to the SLIS Academic Council from your ruling."

The Chair will respond by stating, "The Council has heard the ruling of the Chair. The question is: Shall the ruling of the Chair be sustained?" This issue is then put to a vote. (EFC Feb 2 2010)

### **7.4. Committee of the Whole**

Debate should be either for or against a motion. However, an issue may arise which is not so clear-cut or for which the rules may seem to be a hindrance. In such a case, a motion that Academic Council resolve itself into a Committee of the Whole may be made. If carried, the visitors are asked to leave the Chamber, the Chair steps down and another Chair is appointed or elected for the duration of the meeting of the Committee of the Whole. Minutes are not taken and members may speak more freely and informally. (EFC Feb 2 2010)

A motion need not be seconded in order to be discussed. (EFC Feb 2 2010)

When the Committee of the Whole reaches agreement, a motion is made "that the Chair rise and report," upon the adoption of which motion the Committee of the Whole is dissolved, the Chair of Academic Council resumes the Chair and the Chair of the Committee of the Whole reports to the Chair of Academic Council the action taken by the Committee of the Whole. (EFC Feb 2 2010)

### **7.5. Special Debate**

Special debate can be declared by the Chair in cases where there is very active debate that is monopolized by a few speakers, but multiple participants wish to speak. In a special debate, no member may speak for a second time until the Chair is satisfied that all those wishing to speak for the first time have done so. (EFC Feb 2 2010)

### **7.6. Point of Order**

It is the right of every 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. If the Chair, being in doubt, refers the point of order to the judgement of Council, it thereby becomes debatable. (EFC Feb 2 2010)

A Point of Order is the only time when a member is allowed to interrupt a speaker who has the floor. (EFC Feb 2 2010)

A Point of Order does not require a seconder, it is not debatable (except in the circumstance noted above), it is not amendable, and cannot be reconsidered. (EFC Feb 2 2010)

A Point of Order should not be raised which has nothing to do with procedure and is merely a tactic to say something which would not normally be allowed. (EFC Feb 2 2010)

## **8. Committees**

The SLIS Academic Council may delegate authority to its committees or their subcommittees, but these shall be responsible to the Academic Council. Unless otherwise approved by the Academic Council, subcommittees shall report to committees. Any decisions made by subcommittees shall be reported to the Academic Council, and are then brought forward to the SLIS School Council by the Chair as appropriate.

## **9. Secretary of SLIS Academic Council**

The Secretary of the SLIS Academic Council shall be a non-academic staff member designated by the SLIS Assistant Chair. The Secretary shall be a non-voting member of Council.

The following are the main duties of the Secretary of the SLIS Academic Council:

- To serve the SLIS Academic Council as Secretary by arranging all meetings, preparing agendas, and ensuring that comprehensive documentation, including an outline of the issues, is distributed;
- To ensure that Action Summaries concerning all meetings of the SLIS Academic Council are available;
- To provide advice and support pertaining to governance matters, as required.

## **10. Amendments**

### **10.1. Amendments of Bylaws**

These Bylaws may be amended at any regular meeting of the SLIS Academic Council by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing at the previous regular meeting.

### **10.2. Amendment of Terms of Reference**

SLIS Academic Council terms of reference may be amended at any regular meeting by a majority of those present and voting, prior to which there has been ~~seven (7) days~~ **five (5) working days** notice of the proposed amendment before the meeting.

### **10.3. Review of Terms of Reference**

Terms of reference for the SLIS Academic Council will be reviewed every three years or sooner, as required.

## **11. Impeachment**

No member of the SLIS Academic Council can be impeached. (EFC Feb 2 2010)

## TERMS OF REFERENCE

### SCHOOL COUNCIL

Pending Approval

#### **Mandate**

SLIS School Council is established as the chief governing and advisory body of the School of Library and Information Studies (SLIS) under Section 28(1) of the Post-Secondary Learning Act.

SLIS School Council functions as a faculty council reporting directly to the General Faculties Council (GFC) and engages in consultative processes to enrich decision-making within the School. It fulfills this purpose to insure that, as prescribed by the American Library Association, Office of Accreditation's Standards for Accreditation of Master's Programs in Library & Information Studies, 2008 " . . . the autonomy of the School is sufficient to assure that the intellectual content of its program, the selection and promotion of its faculty, and the selection of its students are determined by the school within the general guidelines of the institution." Faculty council powers and compositions are set out in Section 28 and 29 of the Act. Further authorization concerning faculty council powers, compositions, and quorums at the University of Alberta is outlined in the GFC Policy Manual, Sections 55, 55.3 and 55.5.

#### **Process**

SLIS School Council consists of the School of Library and Information Studies academic staff and representatives of other stakeholder groups.

SLIS School Council advises on the processes by which the mission, goals and objectives of the school are determined. Course and program changes must be reviewed and approved by SLIS School Council. School Council has the authority to reaffirm decisions made by the Academic Council and, when appropriate, has the authority to request Academic Council to review or reconsider decisions.

#### **Composition**

SLIS School Council meetings are open to members only. Guests shall be invited only through the Chair, and are not eligible to vote. Guests may be present for part or all of the meeting. Representatives should be reviewed on a yearly basis following the July 01 Academic Year change.

The membership of SLIS School Council consists of:

**1. Ex officio members with voting privileges**

- a. The President of the University, or designate;
- b. The Dean of the Faculty of Education, or designate;
- c. The Chair of SLIS, who shall be Chair of SLIS School Council; and
- d. All continuing full-time members of SLIS academic staff drawn from Academic Council. At the University of Alberta academic staff is interpreted to mean all continuing academic staff in Category A1.0 (GFC 28 NOV 1988) (EXEC 19 MAR 1998):

*Category A1.0 Continuing*

- i. A1.1 (Faculty) (continuing) / Tenure-track; teaching, research; Council-AAS: UA (Faculty) Agreement
- ii. A1.2 Administration & Professional Officers (continuing) / Tenure-track; professional, managerial; Council AAS: UA (APO) Agreement
- iii. A1.3 Faculty Service Officers (continuing) / Tenure-track; professional, technical; Council AAS: UA (FSO) Agreement
- iv. A1.4 Librarians (continuing) / Tenure-track; professional, managerial; Council AAS: UA (Librarian) Agreement
- v. A1.5 Soft-tenure Faculty (continuing) / Soft-tenure-track; research, teaching; Council AAS: UA Agreement (Faculty)
- vi. A1.6 Part-time (continuing) Counterparts to A1.1 – A1.5 / Tenure-track; appropriate Council AAS: UA Agreement (Half-time or greater FTE).

**2. Additional members with voting privileges**

- a. The Chief Librarian of the University, or designate;
- b. The Chief Executive Officer of the Edmonton Public Library (EPL), or designate;
- c. The Provincial Archivist of the Provincial Archives of Alberta or President of ARMA, Edmonton Chapter (rotating vote);
- d. The Director, Public Library Services, Library Services Branch, Municipal Affairs; and

- e. One (1) representative for all SLIS ~~Academic Teaching Staff (ATS) Sessional Instructors~~ and SLIS Adjunct Faculty (includes only teaching ~~ATS Sessional~~ instructors and teaching adjunct faculty for the current academic year).
- f. ~~The School Council Secretary, as appointed by the Assistant Chair.~~

### 3. Students and Alumni with voting privileges

- a. One (1) SLIS Alumnus/Alumna from the Library and Information Studies Alumni Association (LISAA) (President or designate);
- b. Two (2) master's level SLIS student representatives from the Library and Information Studies Student Association (LISSA) (normally the President & Vice-president, or otherwise nominated); and
- c. One (1) SLIS doctoral student representative (subject to PhD enrolment at SLIS).

### 4. Representatives from University of Alberta Faculties with voting privileges (may vary by year)

- a. One (1) from the Digital Humanities program of the Faculty of Arts (Appointed by the Dean of Arts); and
- b. One (1) from the Faculty of Education (~~Elected by Faculty members Appointed by the Dean~~);
- c. One (1) from the MBA Program, Alberta School of Business (Associate Dean, MBA Programs)

### 5. Non-voting members

- a. SLIS Adjunct Faculty;
- b. SLIS ~~Academic Teaching Staff Sessional Instructors~~;
- c. University Libraries (SLIS Library Liaison);
- d. Library Association of Alberta (LAA) (Councillor liaison); and
- e. Greater Edmonton Library Association (GELA)

### Officers

The officers shall be the School's Chair, who shall chair SLIS School Council, ~~and~~ the SLIS Assistant Chair or equivalent, who will provide an appropriate level of administrative ~~and~~ ~~secretarial~~ support to SLIS School Council, ~~and~~ the School Council Secretary. The School

**Council** Secretary shall be appointed by the Assistant Chair as a voting member of SLIS School Council.

### **Quorum**

The quorum for SLIS School Council meetings shall be more than half of the voting members.

### **Meetings**

SLIS School Council shall meet a minimum of once per academic year with additional meetings at the discretion of the Chair. Meetings shall be held upon the summons of the Chair. At least one month before a meeting, notice of a SLIS School Council meeting shall be sent (by email) to all members of SLIS School Council by the Secretary. One week before a meeting, a second notice of a SLIS School Council meeting and its agenda shall be sent (by email) to all members of SLIS School Council by the Secretary.

An exceptional meeting of SLIS School Council can be called by the Chair to consider an urgent item of business and must be convened within two weeks. Provisions governing exceptional meetings are the same as for regular meetings except that the agenda is restricted to the item of business for which the meeting was called. In unusual or extenuating circumstances, virtual meetings shall be held and all relevant votes shall be submitted electronically.

### **Responsibilities**

SLIS School Council will:

- Examine and approve proposed new programs, course changes and program changes prior to submission to the Faculty of Graduate Studies and Research for approval.

And, in addition, will be empowered to advise on:

- The mission, goals, and objectives of the School and the MLIS program;
- Policy on internal department matters consistent with Faculty and University policy;
- Matters of policy relating to the School and its programs;
- Stakeholder committees established to exercise its powers, as necessary; and
- The rules and regulations for governing the procedures and composition of SLIS School Council.

## Procedures

Meetings of SLIS School Council shall be conducted in accordance with the Bylaws of Procedure adopted by SLIS School Council. The Bylaws of the Council shall be approved by the Council.

## Approvals

Approved by SLIS School Council on **yyyy-mm-dd**.

## Bylaws of Procedure for SLIS School Council

SLIS School Council procedures are based on those established by General Faculties Council (GFC). GFC voted against adopting Robert's Rules of Order. GFC is governed, instead, by precedent and, in situations not covered by precedent, GFC is guided by the Chair, whose rulings are subject to challenge. Relevant sections of GFC policy concerning rules of meetings and adapted for use of SLIS School Council are identified below (see GFC 28 OCT 1974).

### 1. Chair

The Chair of the School shall chair SLIS School Council.

### 2. Meetings

Meetings of SLIS School Council are open to members and specific guests. Meetings are normally held in-person on the University of Alberta North Campus. Members are expected to attend in-person whenever possible. In circumstances where participants are not able to physically attend virtual participation is permitted. Wholly virtual meetings may be held if deemed necessary for operational or practical purposes. Members may join meetings by means of teleconference, videoconference or other accessible virtual platforms. Members who participate in a meeting by such means are deemed to be present at the meeting.

#### 2.1. Guests

Specific guests may be invited by the Chair to attend and speak to certain agenda items. Members who wish a guest to be invited for a given agenda item shall inform the Chair well in advance of the meeting date and in time for this to be recorded in the agenda. Non-participating observers may attend meetings subject to the will of SLIS School Council and the discretion of the Chair.  
(CFGSR 1991/3/15)

#### 2.2. Alternates

Generally, there will be no provision for alternates for voting or non-voting members except for those members who are permitted to send a designate. The



President and the Dean shall be permitted to send alternates to the meetings. Alternates shall have full voting rights and the right to propose motions.

**2.3. In Camera**

In camera may be used to describe a closed meeting (non-members not permitted), which covers information not reflected in the Action Summaries and not available to the public. Such sessions may discuss personnel, financial or other sensitive decisions that must be kept secret (for example, a strategic change which the faculty does not yet want the public to know about). (EFC Feb 2 2010)

**2.4. Duration**

The agenda for SLIS School Council meetings shall be set in the expectation that the meeting will not exceed three hours in length. If this time is exceeded, the meeting shall be immediately adjourned unless the Chair and a majority vote of members present agree to an extension. (CFGSR 1991/3/15)

**3. Membership Policies**

**3.1. Voting Members**

Voting members may participate in discussions and may move, second and vote on motions (EFC Jun 8 2010).

**3.2. Non-Voting Members**

Non-voting members in regular attendance at meetings may participate in discussion, but cannot move, second or vote on motions (EFC Jun 8, 2010).

**3.3. Guests**

Guests may be invited to attend a particular meeting and to participate in discussion related to a specific item they were invited to address. Guests cannot move, second or vote on motions. (EFC Jun 8 2010).

**3.4. Vacancies**

In the case of a vacancy in appointed membership which may occur during the year, a new member from the appropriate constituency shall be appointed by the Chair to fill the unexpired term.

**4. Voting**

**4.1. Proxy Voting**

Proxy voting is not permitted for meetings of SLIS School Council.

#### 4.2. **Electronic Voting**

Electronic voting by email, Google Form, or other means is permitted as required. Voting on motions during a meeting shall take place as described in §4.3 “Voting Procedures.” Electronic voting conducted after a meeting is adjourned must be completed, within a reasonable timeframe, before the next scheduled meeting. ~~Because of the infrequent meeting schedule of School Council electronic voting, by email or other means, is permitted as needed. This includes, but is not limited to, non-meeting items, for virtual meetings held electronically, and for approval of Action Summaries or other documents.~~

#### 4.3. **Voting Procedures**

When every member who wishes to speak on a motion has done so, the Chair shall call for a vote. Voting during meetings shall normally be conducted by show of hands ~~and/or voice~~ unless some other method is decided upon by motion. ~~This procedure applies regardless of in-person or virtual attendance.~~

Voting shall be by majority vote except on a ‘Motion to Rescind’ without previous notice, when a two-thirds vote of those present is required. (EFC Feb 2 2010)

Each voting member of SLIS School Council shall have one vote.

#### 4.4. **Chair**

The Chair shall normally vote only in the instance of a tie vote. When there is a tie vote, the motion is lost if the Chair abstains. The motion is adopted if the Chair votes in the affirmative and is defeated if the Chair votes in the negative. (EFC Feb 2 2010)

#### 4.5. **Guests**

Guests cannot move, second or vote on motions. (EFC Jun 8 2010).

#### 4.6. **Temporary Staff (~~ATS~~ ~~Sessional~~ and Adjunct) Vote**

One voting member shall be appointed by the Chair for a one-year term observing the recommended ratio of one ~~Academic Teaching Staff (ATS)sessional~~ (Category A2.1) per 25 full-time, continuing faculty (Category A1.1) (EXEC 01 MAR 1999). This voting member shall represent all ~~ATSsessional~~ instructors and teaching adjunct faculty employed for the current academic year.

#### **4.7. Rotating Vote**

On a rotating basis, one member selected from one of the following stakeholder groups shall be granted voting rights on SLIS School Council, changing each calendar year: The Provincial Archives of Alberta (Provincial Archivist); President of ARMA, Edmonton Chapter.

#### **4.8. Voting Results**

The results of all votes taken at meetings shall be announced by the Secretary. The results of votes (i.e., exact number of votes in favour, opposed, or abstained) shall not be recorded in the Action Summaries. (EFC Feb 2 2010)

#### **4.9. Voting Responsibilities**

All voting members of SLIS School Council are responsible for thoroughly examining issues before Council meetings and voting as they judge fit on such issues. No member of SLIS School Council, regardless of how that individual gains membership on the Council, is an instructed delegate. (EFC Feb 2 2010)

### **5. Agenda**

#### **5.1. Responsibility for the Agenda**

The authority to decide which items are to appear on a SLIS School Council agenda resides with the Chair.

Agenda items, including the wording of proposed motions (if applicable) shall be submitted in written form and delivered to the Secretary of SLIS School Council no later than one week in advance of the meeting for which the item is being submitted.

#### **5.2. Order of Business**

At least the following business shall be observed by the Chair at regular meetings:

1. Approval of the agenda;
2. Disposing of the Action Summaries from the last regular meeting and any intervening exceptional meetings;
3. Reports of standing committees and ad hoc committees;
4. Formal business arising from the action summaries; and

5. New business:
6. Announcements;
7. Question period; and
8. Other business.

### **5.3. Agenda Approval**

Approval of the agenda requires a majority vote.

When the Agenda is being approved, the Chair will entertain a request to change the order, for specified reasons. (EFC Feb 2 2010)

New items cannot be introduced at SLIS School Council meetings except by a majority vote of those present. In cases where the Chair or Secretary has been informed in advance of a request to add a new item, the proposal shall be circulated, time permitting, to members. (EFC Feb 2 2010)

### **5.4. Agenda Distribution**

The Agenda and supporting documents for the bi-annual and any additional meetings shall be distributed by electronic means at least one week before the meeting is to be held.

## **6. Action Summaries**

Action summaries of the previous SLIS School Council meetings shall be approved as submitted or approved as amended by a motion.

Action summaries of SLIS School Council meetings shall record only matters raised and the actions taken not what was said. Action summaries shall include the date of the meeting and names of members present.

The record of discussion shall reflect fully the basis of decisions. (EFC Feb 2 2010)

Action Summaries of SLIS School Council meetings shall indicate what further action may be called for on any matter discussed.

Draft action summaries will be distributed electronically within two weeks of meetings to all members of SLIS School Council. Original agendas and supporting material will be archived for historical reference. SLIS School Council agendas, action summaries and memberships shall be made available to the public. (EFC Feb 2 2010)

## **7. Motions**

A motion is a formal proposal that the assembly take certain action. To make a motion, a member must obtain the floor, that is, the member must be recognized by the Chair. (In the interest of clarity, it is advisable to write out a motion in advance; giving a copy to the Secretary usually expedites business.) The person making a motion will be invited by the Chair to speak first in any ensuing debate. (EFC Feb 2 2010)

A motion must be seconded. A second merely implies that the seconder agrees that the motion should be debated and not that the seconder necessarily favours the motion. If no seconder is found, the motion is dead and the meeting moves on to other business. (EFC Feb 2 2010)

### **7.1. Notice of Motion**

A Notice of Motion is a method of informing the membership in advance of the intention to make a specific motion. When Notice of Motion has first been given at a SLIS School Council meeting, the Chair will decide whether it is appropriate that such a motion be placed on the Agenda of the next meeting. (EFC Feb 2 2010)

Notice of Motion from an individual shall normally be forwarded to the Chair of SLIS School Council/Secretary no later than three weeks before a meeting in order to have the motion included on the agenda of the meeting at which it is to be considered.

### **7.2. Amendment to a Motion**

An amendment is a subsidiary motion. It is used to modify the wording - and within certain limits the meaning - of a pending motion before the pending motion itself is voted upon. Its adoption does not adopt the motion thereby amended, and its rejection leaves the pending motion unaltered. (EFC Feb 2 2010)

The amendment must be germane; that is, it must be closely related to or have bearing on the subject of the motion. No new subject can be introduced under the pretext of being an amendment. (EFC Feb 2 2010)

An amendment must be seconded and is debatable. Such debate must be confined to the desirability of the amendment and must not extend to the merits of the motion to be amended, except as may be necessary to determine whether the amendment is advisable. (EFC Feb 2 2010)

An amendment can be amended, by a motion to amend the amendment. A majority vote is required. (EFC Feb 2 2010)

The mover with the consent of the seconder may incorporate a 'friendly' amendment into the main motion if the mover and seconder of the amendment

are agreeable. The Chair has discretion to adjudicate challenges to the status of the friendly amendment. (EFC Feb 2 2010)

**7.3. Motion to Table**

A Motion to Table enables SLIS School Council to lay aside the pending question until some future time. A Motion to Table must be seconded, cannot be debated and requires a majority vote. The mover may make a brief statement on what information they believe would be necessary to lift an item from the table, followed by the proposer of the original item, who may make a brief comment to SLIS School Council on the impact of tabling the motion. (EFC Feb 2 2010)

**7.4. Motion to Take From Table**

A 'Motion to Take' from the Table is a motion to bring back before SLIS School Council the matter laid aside. Such a motion must be seconded, cannot be debated and requires a majority vote. (EFC Feb 2 2010)

**7.5. Motion to Reconsider**

A Motion to Reconsider enables SLIS School Council, within a limited time and without notice, to bring back for further consideration a motion that has already been voted on. The effect of a Motion to Reconsider is to restore proceedings to the point immediately prior to the vote to which it applies. (EFC Feb 2 2010)

A Motion to Reconsider must be brought forward at the same or next calendar month's meeting, after which Motion to Rescind procedures must be followed. (EFC Feb 2 2010)

A Notice of Motion to Reconsider must be provided with at least ten (10) working days' notice if the Motion to Reconsider does not take place at the same meeting. (EFC Feb 2 2010)

A Motion to Reconsider must be seconded and is amendable. (EFC Feb 2 2010)

A Motion to Reconsider is debatable, unless the motion to which it applies was not debatable. Debate may pertain to reasons for reconsideration only. (EFC Feb 2 2010)

A simple majority vote is required. (EFC Feb 2 2010)

An approved Motion to Reconsider suspends action on the original motion to which it applies until the original motion has been decided upon. (EFC Feb 2 2010)

A motion can be reconsidered only once. (EFC Feb 2 2010)

A motion which has already been acted upon cannot be reconsidered. (EFC Feb 2 2010)

#### **7.6. Motion to Rescind**

A Motion to Rescind is the motion by which a previous act or order can be cancelled or reversed. (EFC Feb 2 2010)

A Motion to Rescind is only used when a Motion to Reconsider is out of time. (EFC Feb 2 2010)

A Motion to Rescind must be seconded, and is amendable. (EFC Feb 2 2010)

A Motion to Rescind is debatable, unless the motion to which it applies was not debatable. Debate may pertain to reasons for reconsideration only. (EFC Feb 2 2010)

A Motion to Rescind requires a Notice of Motion provided to Council membership with at least ten (10) working days notice. A two thirds majority vote of those present is required. (EFC Feb 2 2010)

#### **7.7. Motion to Adjourn**

A 'Motion to Adjourn' is a motion to close the meeting. It must be seconded, is not debatable or amendable and requires a majority vote. (EFC Feb 2 2010)

### **8. Debate Procedures**

#### **8.1. Interrupting a Speaker**

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. A speaker may not be interrupted because the listener does not agree with what is being said. (EFC Feb 2 2010)

#### **8.2. Calling the Question**

Calls of "Question!" by members from their seats are informal expressions of individual members' desires to proceed to a vote on the matter under discussion. (Such calls are disorderly if made while another member is speaking.) Upon hearing such a call, 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, eligible members will then vote on this motion and proceed accordingly. (EFC Feb 2 2010)

### **8.3. Challenging the Chair**

The Chair may allow debate on a point of order before making a ruling. The Chair should state the basis on which such a ruling is made and no debate thereon is permitted. When the Chair rules on a question of procedure, any member may rise and state to the Chair, "I respectfully appeal to SLIS School Council from your ruling."

The Chair will respond by stating, "The Council has heard the ruling of the Chair. The question is: Shall the ruling of the Chair be sustained?" This issue is then put to a vote. (EFC Feb 2 2010)

### **8.4. Committee of the Whole**

Debate should be either for or against a motion. However, an issue may arise which is not so clear-cut or for which the rules may seem to be a hindrance. In such a case, a motion that SLIS School Council resolve itself into a Council of the Whole may be made. If carried, the visitors are asked to leave the Chamber, the Chair steps down and another Chair is appointed or elected for the duration of the meeting of the Council of the Whole. Action summaries are not taken and members may speak more freely and informally. A motion need not be seconded in order to be discussed. (EFC Feb 2 2010)

When the Council of the Whole reaches agreement, a motion is made "that the Chair rise and report," upon the adoption of which motion the Council of the Whole is dissolved, the Chair of SLIS School Council resumes the Chair and the Chair of the Council of the Whole reports to the Chair of SLIS School Council the action taken by the Council of the Whole. (EFC Feb 2 2010)

### **8.5. Special Debate**

Special debate can be declared by the Chair in cases where there is very active debate that is monopolized by a few speakers, but multiple participants wish to speak. In a special debate, no member may speak for a second time until the Chair is satisfied that all those wishing to speak for the first time have done so. (EFC Feb 2 2010)

### **8.6. Point of Order**

It is the right of every member who notices a breach of the rules of the 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. If the



Chair, being in doubt, refers the point of order to the judgment of the Council, it thereby becomes debatable. (EFC Feb 2 2010)

A Point of Order is the only time when a member is allowed to interrupt a speaker who has the floor. (EFC Feb 2 2010)

A Point of Order does not require a seconder, it is not debatable (except in the circumstance noted above), it is not amendable, and cannot be reconsidered. (EFC Feb 2 2010)

A Point of Order should not be raised which has nothing to do with procedure and is merely a tactic to say something which would not normally be allowed. (EFC Feb 2 2010)

## 9. Committees

SLIS School Council may establish new committees or subcommittees. School Council or the delegate body shall provide clear, explicit, and detailed terms of reference for approval by School Council.

Amendments to the terms of reference for committees and subcommittees of SLIS School Council shall be brought to School Council for approval. Only School Council has the authority to dissolve committees or subcommittees of School Council.

The Council may delegate authority to its committees but these shall be responsible to the Council. Unless otherwise approved by Council, subcommittees shall report to committees.

## 10. Secretary

The ~~Secretary for SLIS~~ School Council **Secretary** shall be appointed by the Assistant Chair as a voting member of the Council.

The following are the main duties of the ~~School Council~~ **Secretary of SLIS School Council**:

- To serve SLIS School Council by arranging all meetings, preparing agendas, recording meetings, and ensuring that comprehensive documentation, including an outline of the issues, is distributed.
- To ensure that action summaries concerning all meetings of SLIS School Council are available.
- To provide advice and support pertaining to governance matters, as required.

## **11. Amendments**

### **11.1. Amendments of Bylaws**

These Bylaws may be amended at any regular meeting of SLIS School Council by a two-thirds majority of those present and voting, prior to which there has been seven (7) days notice of the proposed amendment before the meeting.

### **11.2. Amendment of Terms of Reference**

SLIS School Council terms of reference may be amended at any regular meeting by a two-thirds majority of those present and voting, prior to which there has been seven (7) days notice of the proposed amendment before the meeting.

### **11.3. Review of Terms of Reference**

Terms of reference for SLIS School Council will be reviewed every two years or sooner, as required.

## **12. Impeachment**

No member of SLIS School Council can be impeached. (EFC Feb 2 2010).

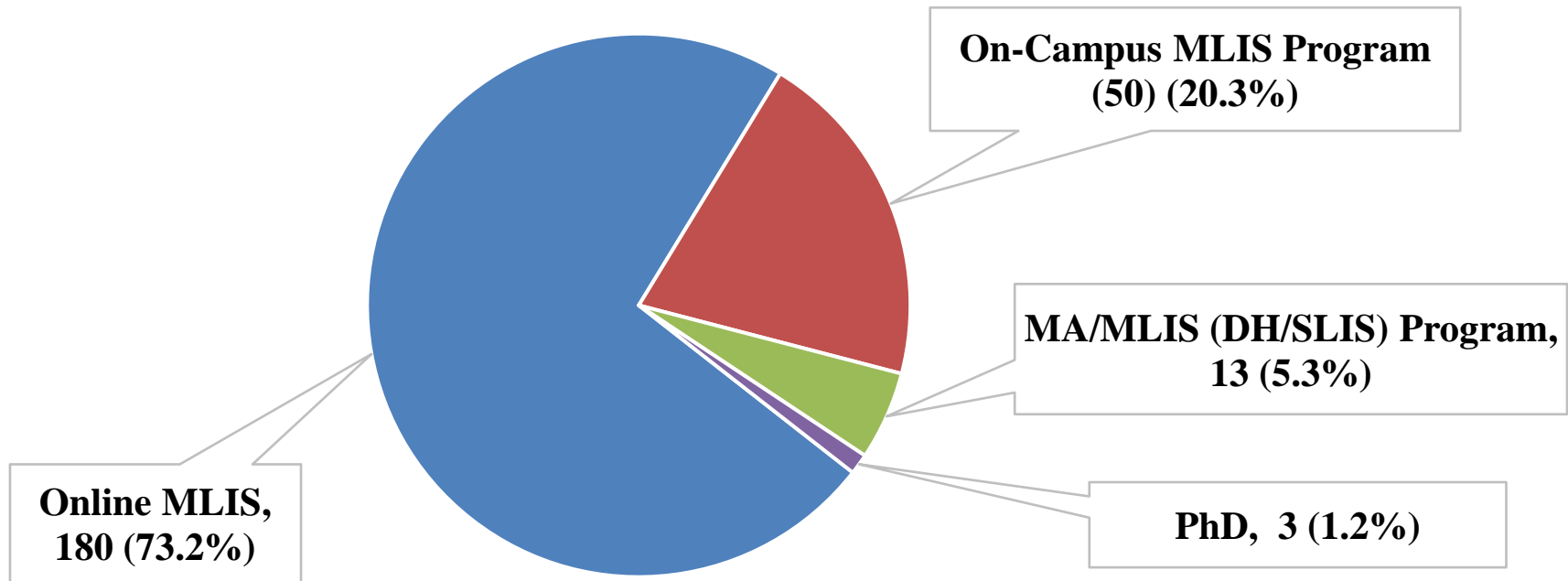


# **SLIS Student Statistics**

*SLIS School Council  
(Fall 2020)*

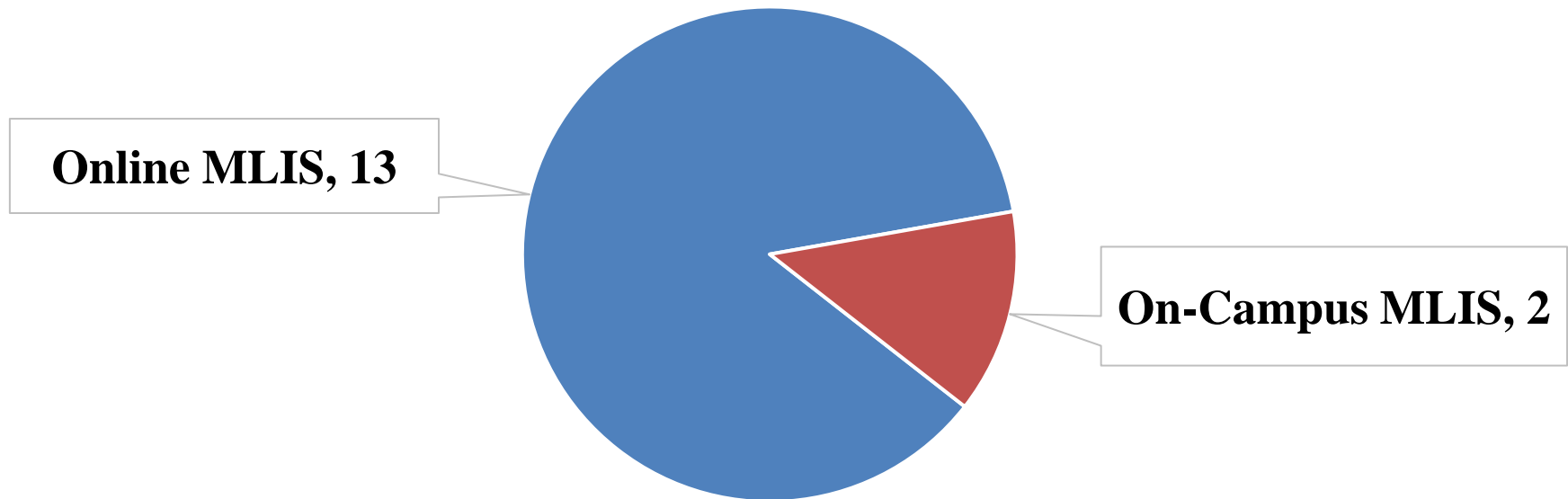
# Students in SLIS

**Total Number of Students: 246\***  
(\*As of October 19, 2020)



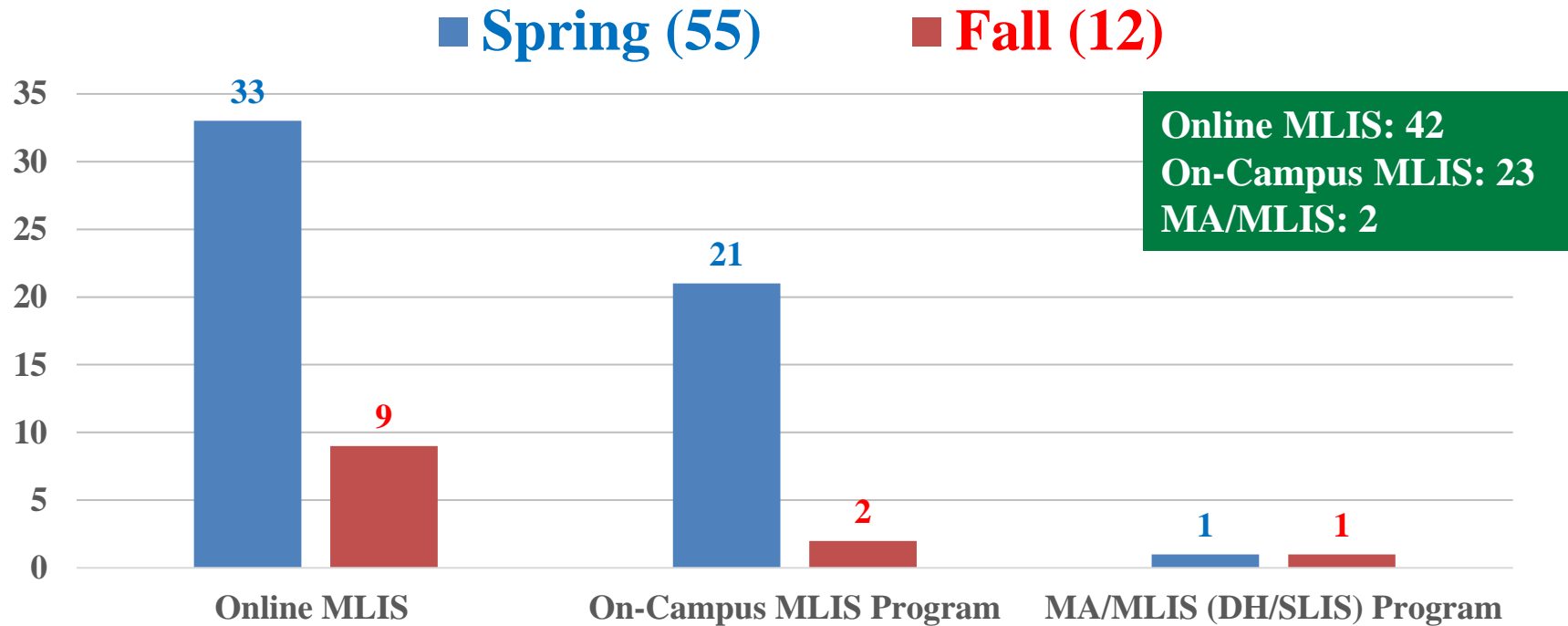
# Indigenous Students in SLIS

**Total : 15**



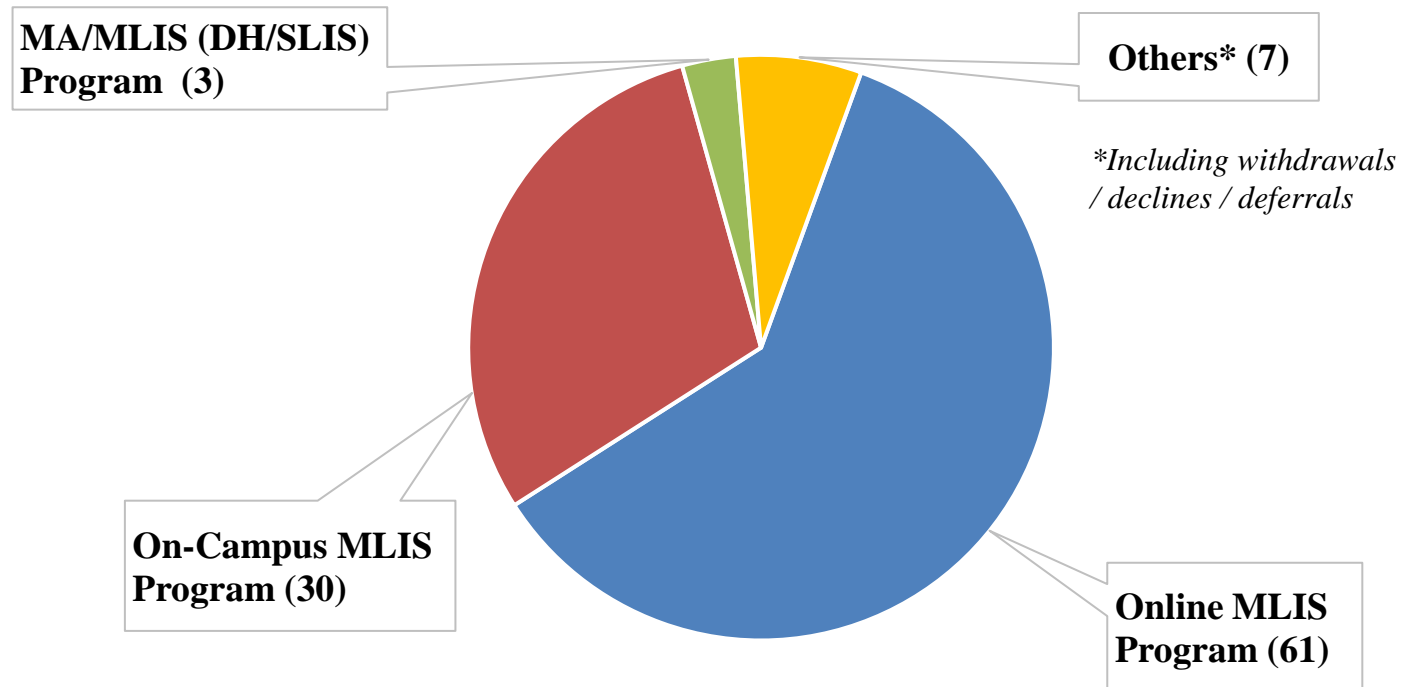
# Convocation – Spring and Fall (2020)

**Total : 67 [55 (Spring) + 12 (Fall)]**



# Admissions (Fall 2020)

**Total Admissions Offered: 101**





# Incoming Students

## *Fall 2020*

(As of September 16, 2020)



# Incoming Students

- ***Online MLIS Students: 53***

- Indigenous Student(s): 5
- International Student(s): 4
  - USA (2), Japan (1), and Korea (1)

**Average GPA: 3.61**

- ***On-campus MLIS Students: 25***

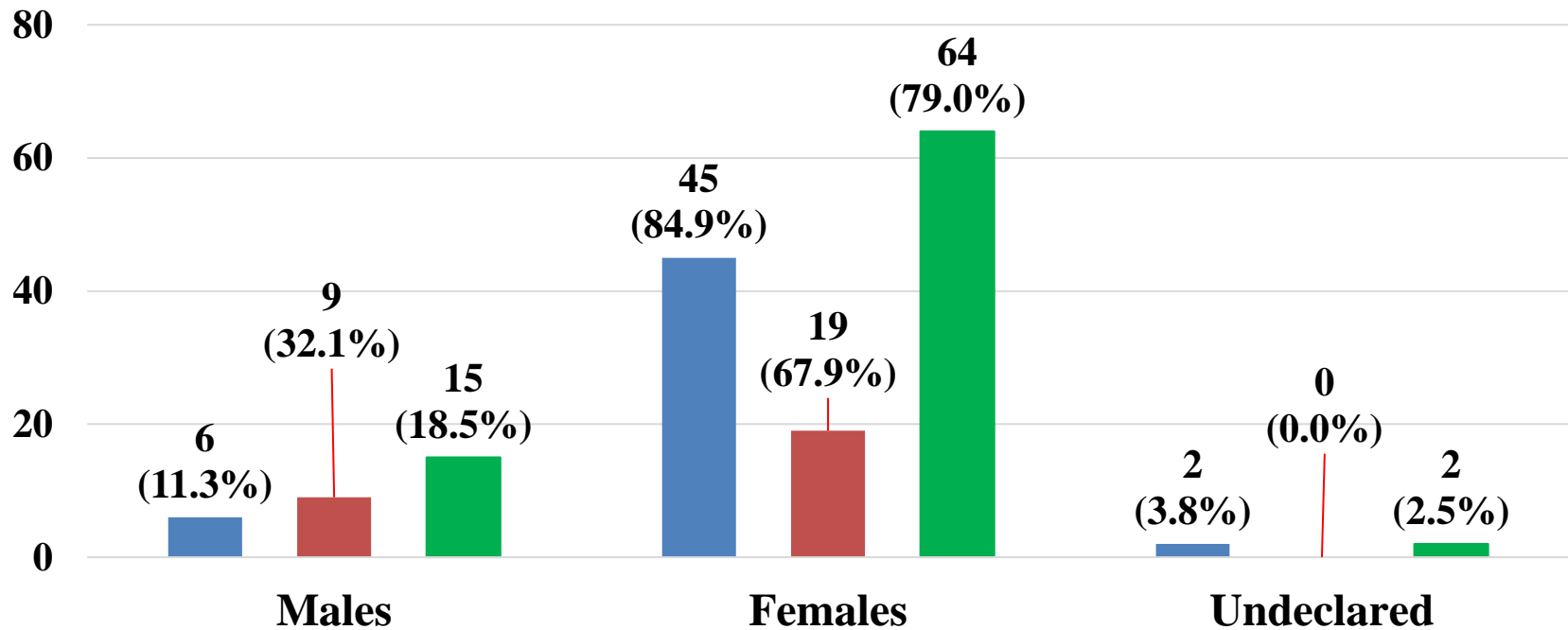
- International Student(s): 1
  - Ghana (1)

**Average GPA: 3.48**

- ***MA/MLIS (DH/SLIS): 3***

# Gender Distribution

■ Online MLIS (53) ■ On-Campus MLIS (28)\* ■ Overall (81)



\*28 On-Campus Students = 25 MLIS + 3 MA/MLIS Students

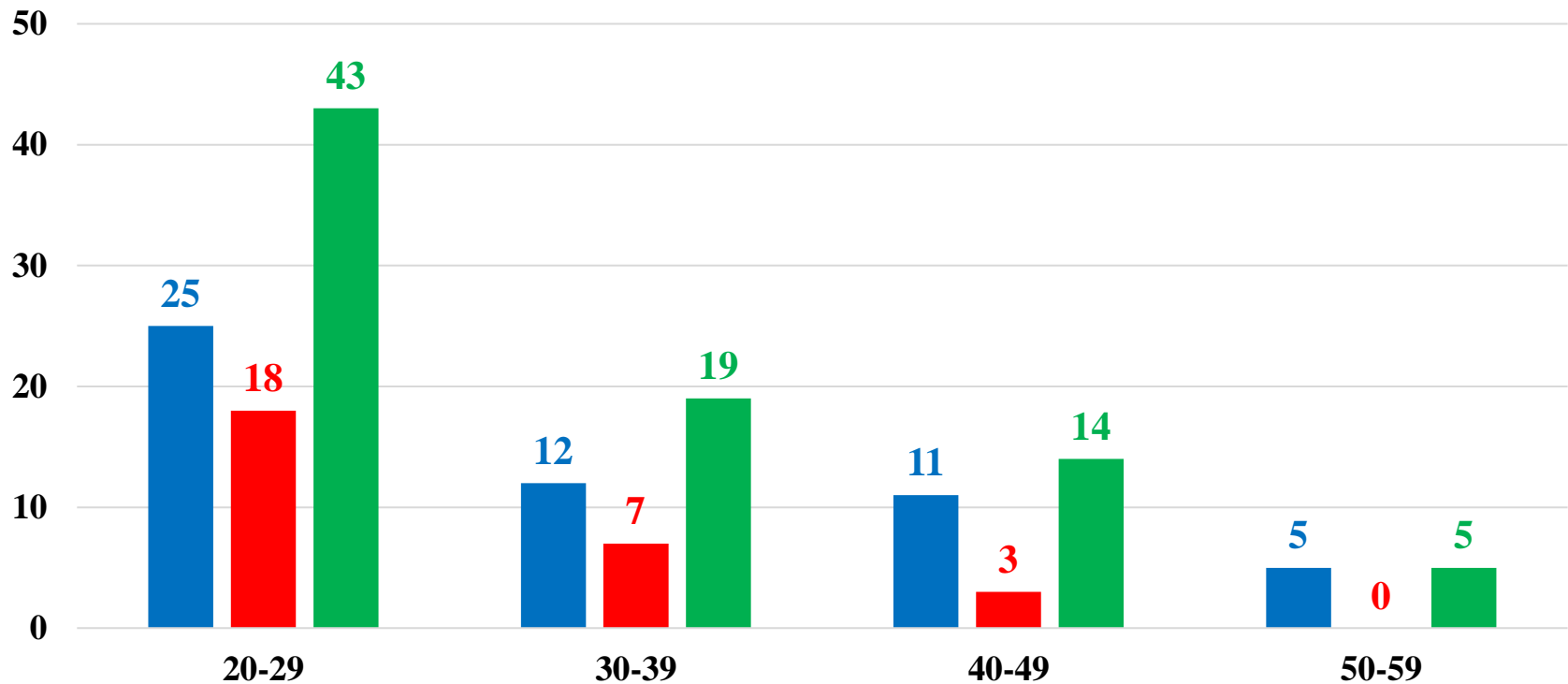
# Age Distribution

**Overall MLIS Program Average Age: 32.6 years**

- Online MLIS Program (53)
  - Average: 34 years
  - Range: 32 years
- On-Campus MLIS Program (28\*)
  - \*28 On-Campus Students = 25 MLIS + 3 MA/MLIS Students*
  - Average: 29.4 years
  - Range: 23 years

# Age Distribution

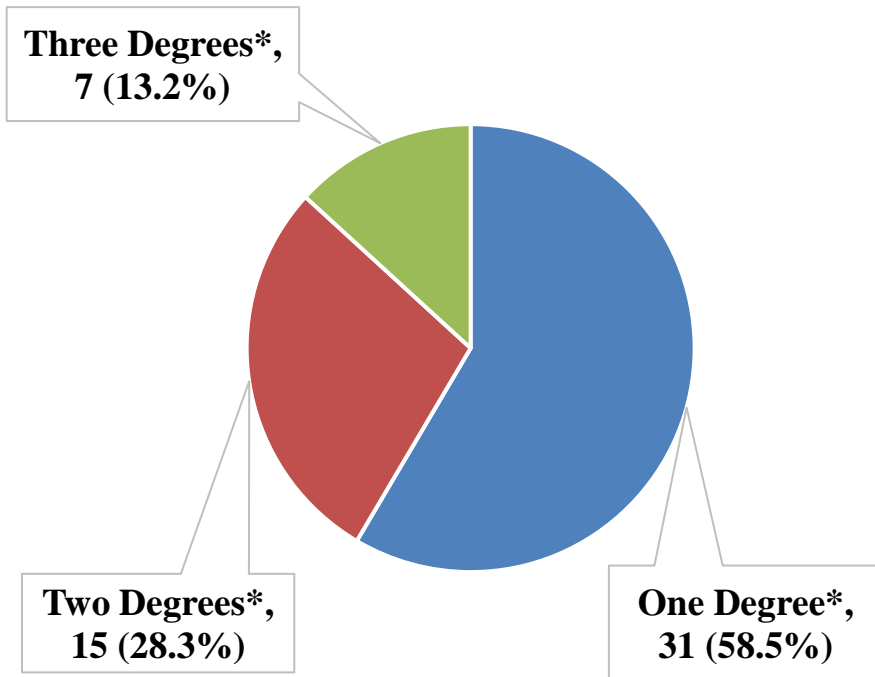
■ Online (53)   ■ On-Campus (28)   ■ Overall (81)



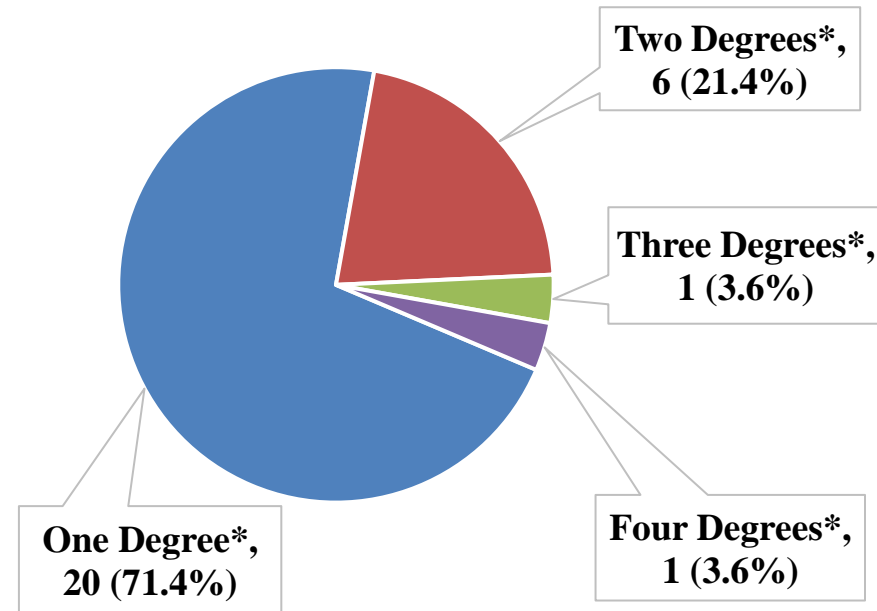
• \*28 On-Campus Students = 25 MLIS + 3 MAMLIS

# MLIS Program – Degrees/Diplomas\*

## Online (53)

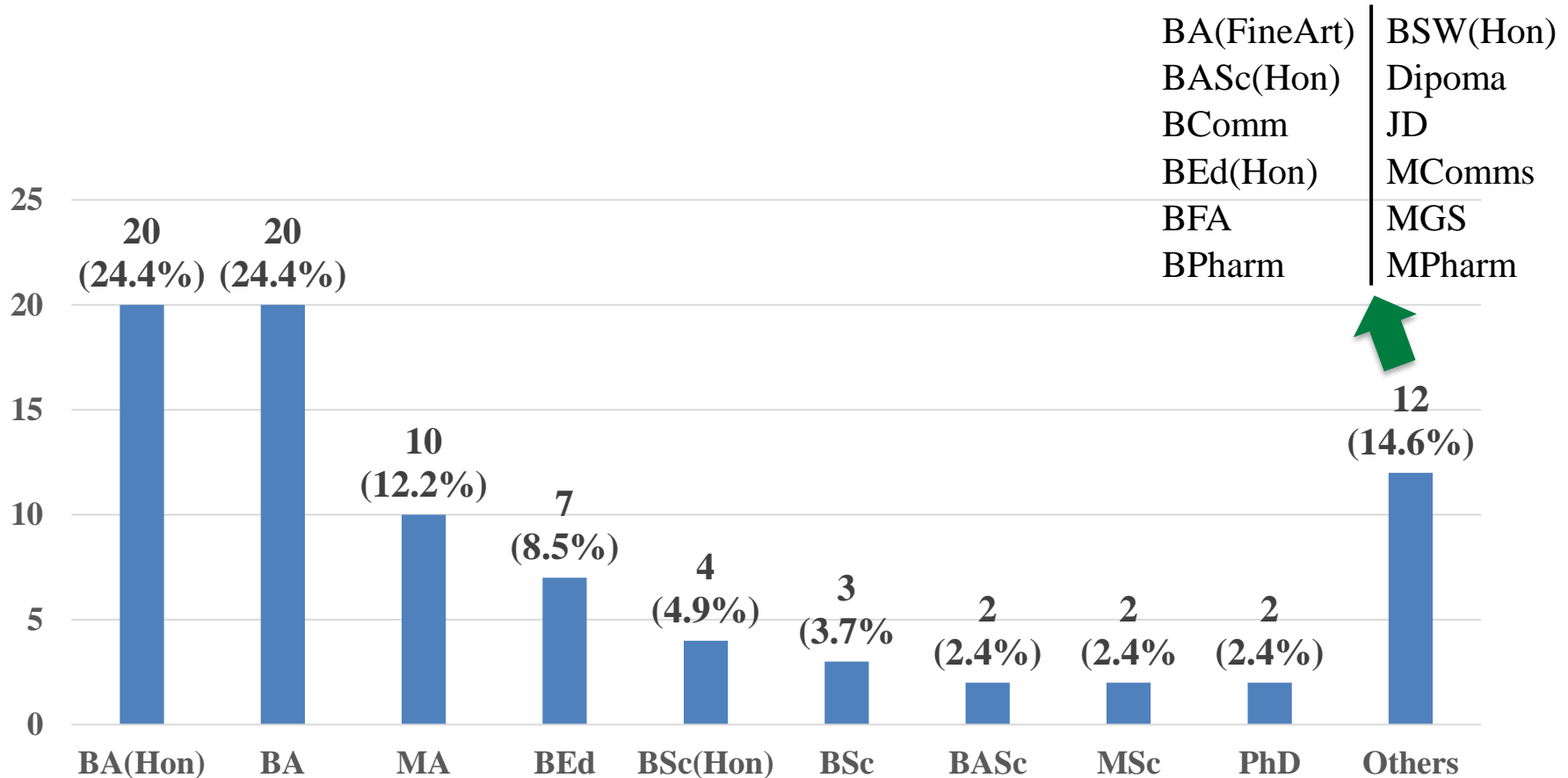


## On-Campus (28)



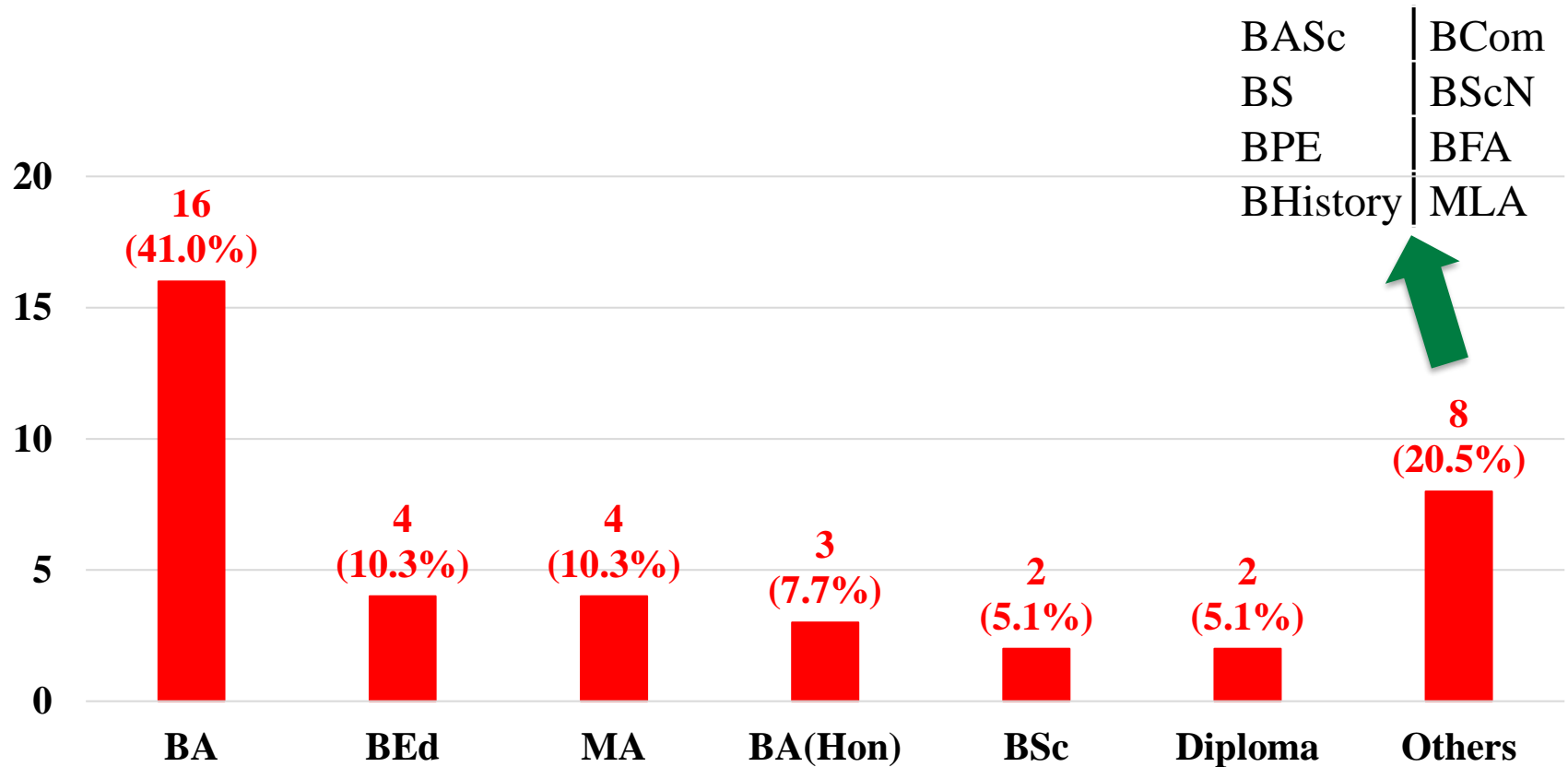


# Online Cohort – Degrees



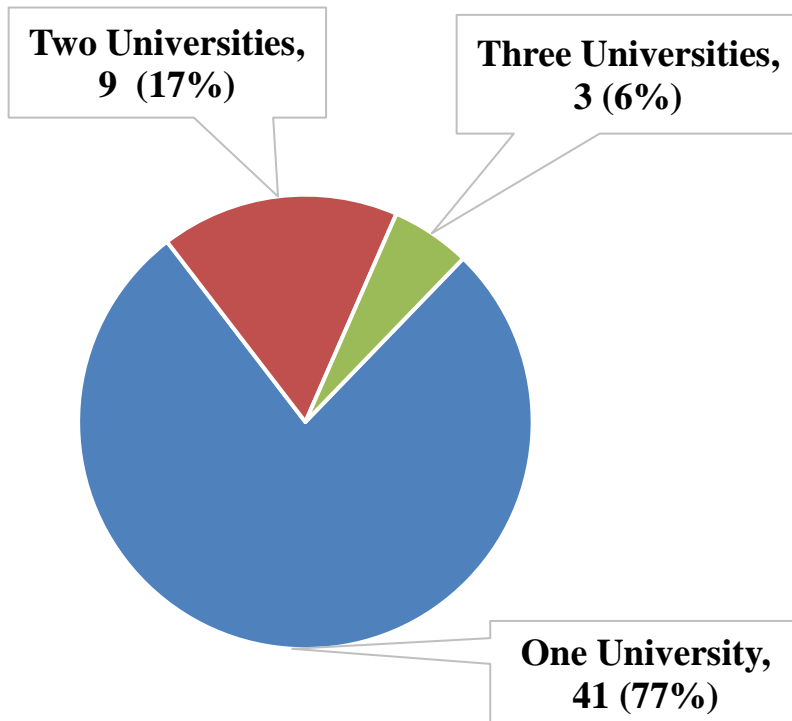


# On-Campus Cohort - Degrees

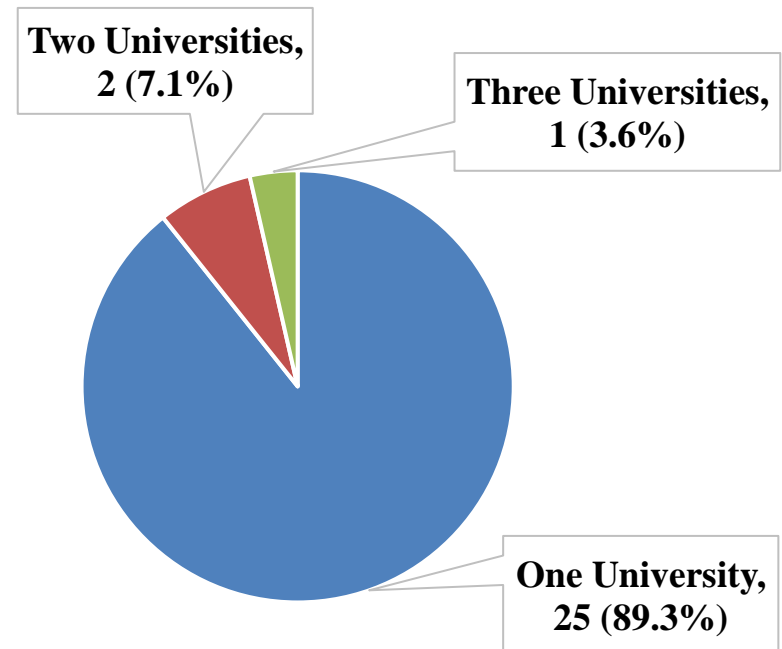


# Number of Universities / Institutes Attended

## Online (53)



## On-Campus (28)





# Online Cohort – Universities / Institutes

**Number of Distinct Universities / Institutes: 39**

University of Toronto	8	Memorial University of Newfoundland	2
Simon Fraser University	5	University of Alberta	2
McMaster University	4	University of Calgary	2
University of Victoria	4	University of Regina	2
University of Guelph	3	University of Waterloo	2
University of Manitoba	3	University of Winnipeg	2
Brock University	2	<i>Other (25 Univ. / Inst.)</i>	<i>1</i>
Lakehead University	2		

**Total Universities / Institutes: 68**

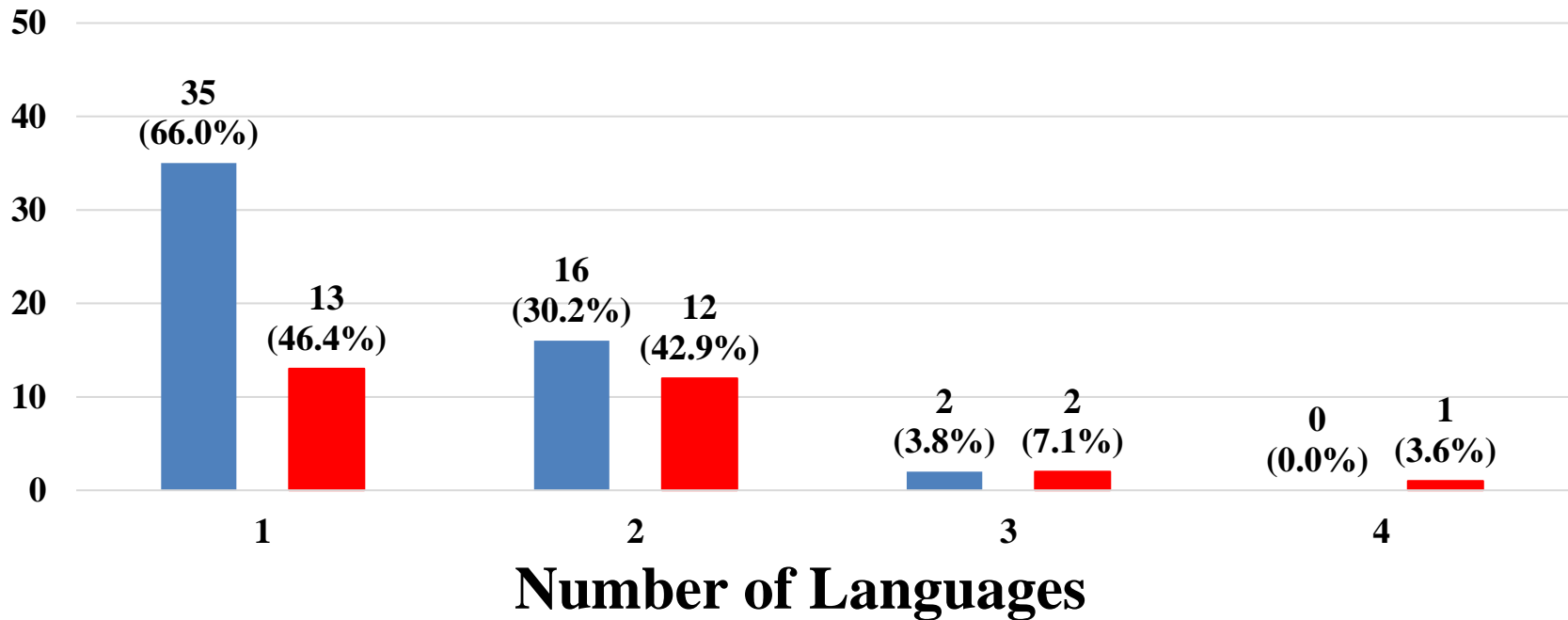
# On-Campus Cohort – Universities / Institutes

**Number of Distinct Universities / Institutes: 11**

University of Alberta	16	University of Ghana	1
University of British Columbia	4	University of Guelph	1
		University of Lethbridge	1
MacEwan University	3	University of Saskatchewan	1
University of Calgary	2	University of Victoria	1
Burman University	1	Nankai University	1

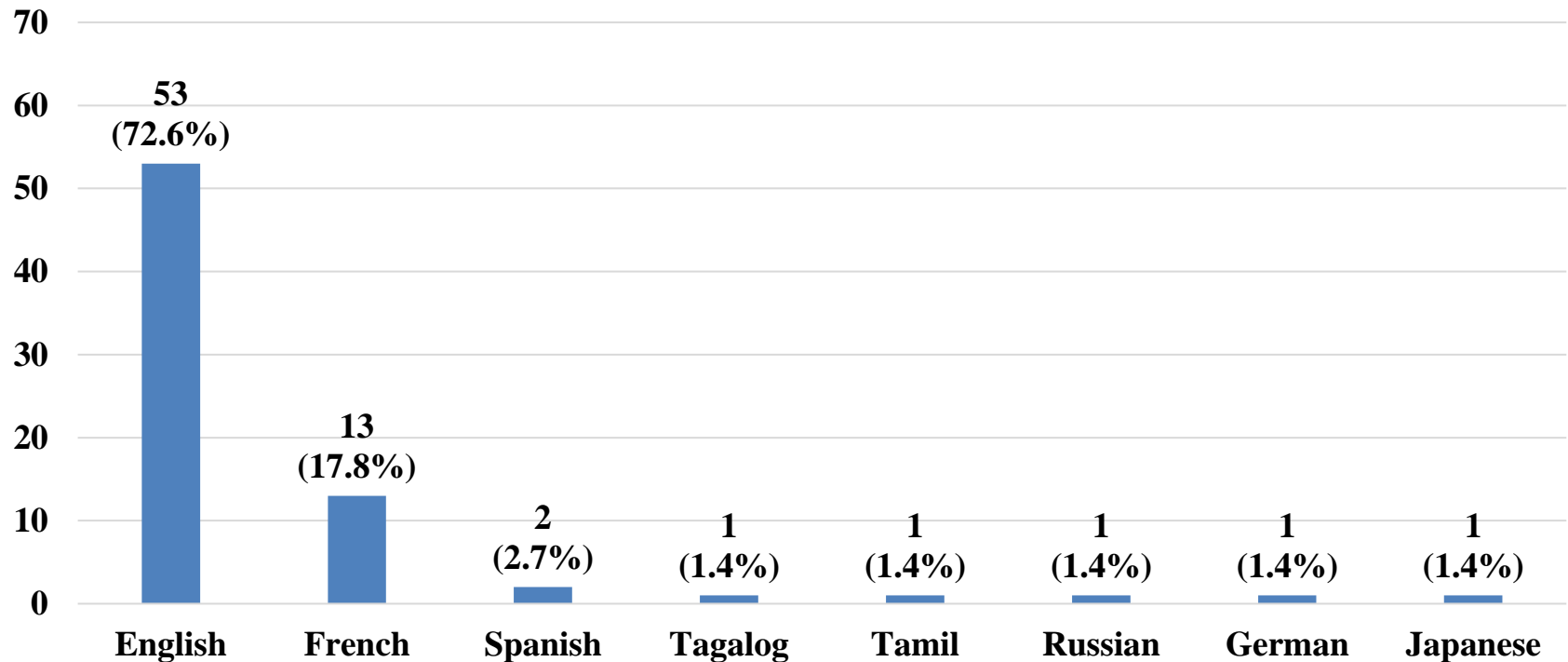
# Languages Spoken

■ Online (53)    ■ On-Campus (28)



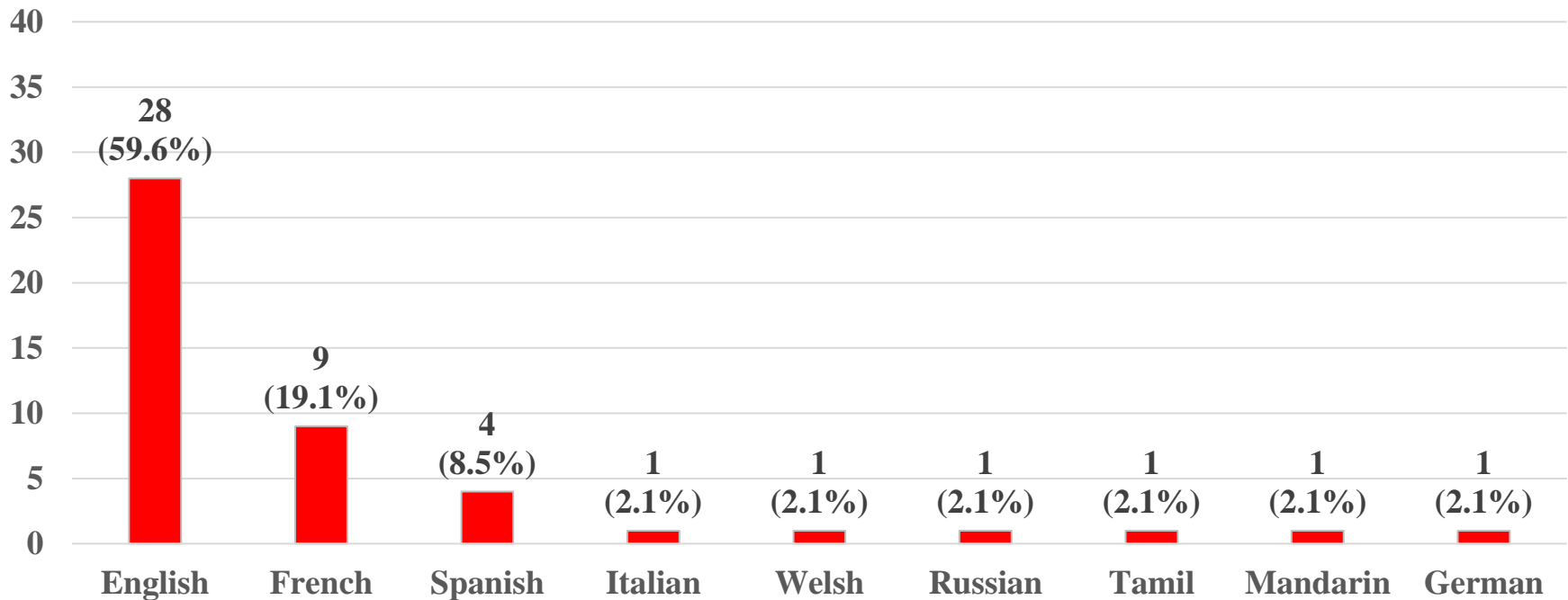
# Online Cohort - Languages Spoken

**Different Languages: 8**



# On-Campus Cohort - Languages Spoken

Different Languages: 9

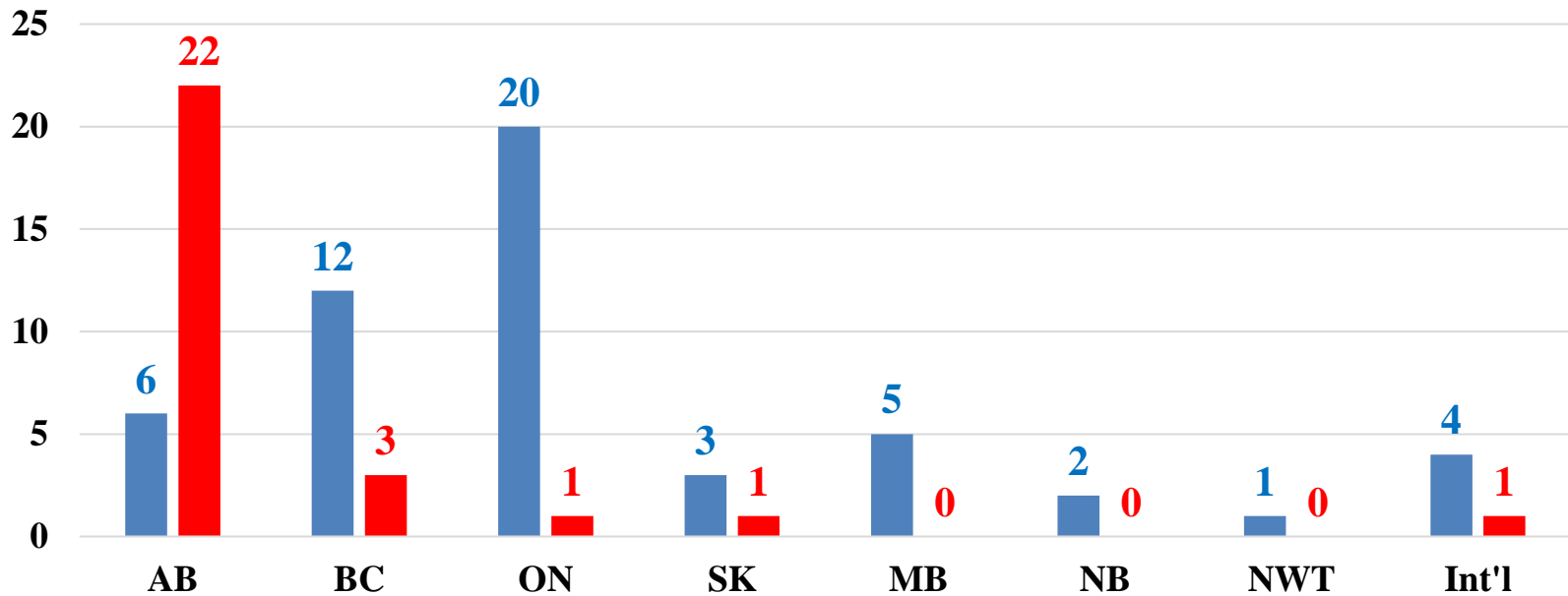


# Province-Wise Distribution

■ Online MLIS (53) ■ On-Campus MLIS (28)

Online (>10): ON and BC

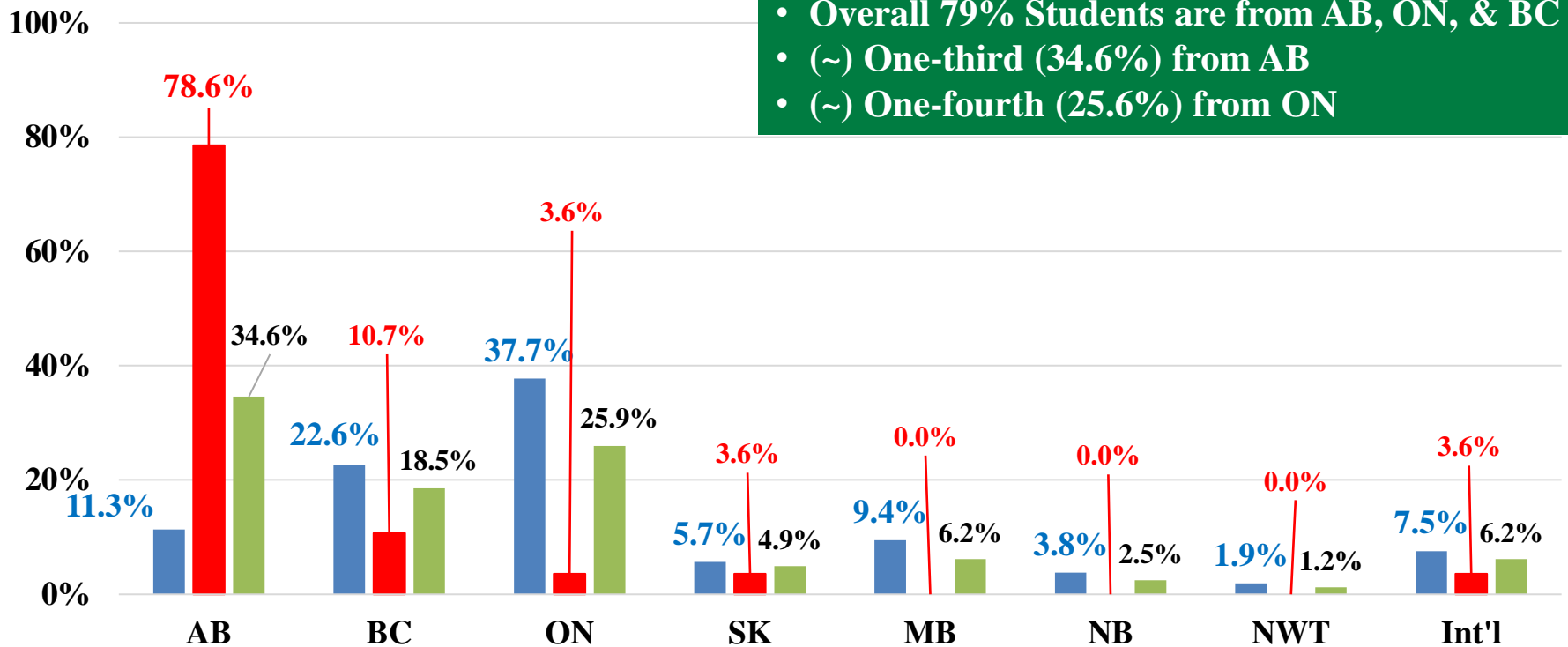
On-Campus (>10): AB



Int'l = International

# Province-Wise Distribution (in %)

■ Online MLIS (53)   ■ On-Campus MLIS (28)   ■ Overall MLIS (81)



- Overall 79% Students are from AB, ON, & BC
- (~) One-third (34.6%) from AB
- (~) One-fourth (25.6%) from ON

# Online Cohort – Cities

## Online Cohort from 39 Distinct Cities\*

- **AB** (*Distinct Cities: 3*)
  - *Calgary (3); Edmonton (2); Lac La Biche*
- **BC** (*Distinct Cities: 11*)
  - *Vancouver (2); Abbotsford; Coquitlam; Langford; Mill Bay; Nanaimo; New Westminster; Peachland; Prince Rupert; Squamish; Windermere*
- **SK** (*Distinct Cities: 2*)
  - *Regina (2); Saskatoon*
- **MB** (*Distinct Cities: 2*)
  - *Winnipeg (4); Anola*



## Online Cohort – Cities

- **ON** (*Distinct Cities: 16*)
  - Toronto (4); Dundas (2); Barrie; Aurora; Hamilton; Kitchener; LaSalle; Mississauga; Orangeville; Oro-Medonte; Ottawa; St Marys; Stoney Creek; Sudbury; Waterdown; Woodbridge
- **NB** (*Distinct Cities: 1*)
  - Fredericton (2)
- **NWT** (*Distinct Cities: 1*)
  - Yellowknife
- **International** (*Distinct Cities: 3*)
  - USA (2); Korea; Japan

# On-Campus Cohort – Cities

## On-Campus Cohort from 13 Distinct Cities\*

- **AB** (*Distinct Cities: 7*)
  - Edmonton (16); Calgary; Beaumont; Fort Saskatchewan; St. Albert; Sturgeon County; Westlock
- **BC** (*Distinct Cities: 3*)
  - Chilliwack; Castlegar; Vancouver
- **ON** (*Distinct Cities: 1*)
  - Toronto
- **SK** (*Distinct Cities: 1*)
  - Saskatoon
- **International** (*Distinct Cities: 1*)
  - Ghana



# Thank You

## *Acknowledgement*

*This Presentation is Inspired by Dr. Ali Shiri's (October 2019) Presentation to the School Council*