



General Faculties Council
Executive Committee
Approved Open Session Minutes

Monday, January 12, 2015
2-31 South Academic Building (SAB)
2:00 PM - 4:00 PM

ATTENDEES:

Voting Members:

Olive Yonge	Chair (Delegate), President
Roger Epp	Provost and Vice-President (Academic) (Delegate)
Lisa Collins	Member, Vice-Provost and University Registrar
Duncan Elliott	Member, Academic Staff, Member of GFC
Kaori Kabata	Member, Academic Staff, Member of GFC
Anita Molzahn	Member, Academic Staff, Member of GFC
Colin More	Member, Vice-President (Academic), Graduate Students' Association
Norma Nocente	Member, Academic Staff, Member of GFC
Kathryn Orydzuk	Member, Vice-President (Academic), Students' Union
Fahim Rahman	Member, Undergraduate Student Representative, Member of GFC
Sean Robertson	Member, Academic Staff, Member of GFC
Wendy Rodgers	Member, Academic Staff, Member of GFC
Mirko van der Baan	Member, Academic Staff, Member of GFC
Jonathan White	Member, Academic Staff, Member of GFC

Presenter(s):

Janine Andrews	Executive Director, Museums and Collections Services
Glen Baker	Associate Vice-President (Research)
Kathleen Brough	Senior Administrative Officer, Office of the Provost and Vice-President (Academic)
Corinne Callihoo	Assistant Registrar (Convocation and Ceremonies), Office of the Registrar
Lisa Collins	Member, <i>Ad Hoc</i> Working Group on GFC Discussion (and Member, GFC Executive Committee)
Doug Dawson	Associate Vice-President (Ancillary Services), Facilities and Operations
Robin Overall	Interim Vice-Provost and Dean of Students
Jocelyn Hall	Chair, University of Alberta Museums Policy and Planning Committee
Joanna Harrington	Associate Dean, Faculty of Graduate Studies and Research
Wade King	Advisor, Safe Disclosure and Human Rights
Mike MacGregor	Vice-Provost and Associate Vice-President (Information Technology)
Colin More	Member, <i>Ad Hoc</i> Working Group on GFC Discussion (and Member, GFC Executive Committee)
Mary Persson	Associate Vice-President (Audit and Analysis)
Heather Proctor	Past Chair, University of Alberta Museums Policy and Planning Committee
Fahim Rahman	Member, <i>Ad Hoc</i> Working Group on GFC Discussion (and Member, GFC Executive Committee)

Wendy Rodgers
Olive Yonge

Chair, GFC Nominating Committee
Interim Provost and Vice-President (Academic) and Chair, GFC Executive Committee

Staff:

Garry Bodnar, Director, General Faculties Council (GFC) Services and Secretary to GFC
Marion Haggarty-France, University Secretary
Andrea Patrick, Scribe

Visitor:

Nicholas Diaz, Vice-President (Student Life), Students' Union

Observer:

Catherine Swindlehurst, Director, Office of the President

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Presenter: Olive Yonge, Interim Provost and Vice-President (Academic) and Chair, GFC Executive Committee

Discussion:

Dr Rodgers requested to add an item to the Agenda, Item 15: GFC Nominating Committee (NC): Report of the GFC NC as a Recurring GFC Agenda Item.

Motion: Rodgers/White

THAT the GFC Executive Committee approve the Agenda, as amended.

CARRIED

2. Approval of the Open Session Minutes of November 12, 2014

Materials before members are contained in the official meeting file

Presenter: Olive Yonge, Interim Provost and Vice-President (Academic) and Chair, GFC Executive Committee

Motion: Robertson/Molzahn

THAT the GFC Executive Committee approve the Minutes of November 12, 2014.

CARRIED

3. Comments from the Chair

The Chair commented on a number of relevant issues to members.

ACTION ITEMS

4. Proposal from the Office of the Vice-President (Research) and the Faculty of Graduate Studies and Research to Create the UAPPOL Delay of Research Publication Procedure (with the Attendant Deletion of GFC Policy Manual Sections 96.1.1, 96.1.2, 96.1.3, 96.1.4, and 120.2)

Materials before members are contained in the official meeting file.

Presenters: Glen Baker, Associate Vice-President (Research); Joanna Harrington, Associate Dean, Faculty of Graduate Studies and Research (FGSR)

Purpose of the Proposal: To create a new UAPPOL procedure and to delete several attendant sub-sections of the GFC Policy Manual (ie, replaces GFC Policy Manual Sections 96.1.1, 96.1.2, 96.1.3, 96.1.4, and 120.2); all references to the maximum period of delay for various types of research publications will be contained in one UAPPOL procedure. The reference to the delay/restricting access to the publication of theses will remain in the University Calendar, where the procedure for requesting a delay beyond 12 months is outlined.

Discussion:

Dr Baker provided members with a brief summary of the proposal, adding that it is the result of considerable work and consultation carried out by the Office of the Vice-President (Research) and the Faculty of Graduate Studies and Research (FGSR). He noted that these changes reflect the complexities of clinical trials, which often slow down the analysis process. He reported that there was a small working group established to discuss research publication delays and that the corresponding changes within the proposal represent their final recommendations.

Dr Harrington noted that the practices contained within the proposal are already standard for members of FGSR and that this is reflected in the appropriate regulations set out in the University Calendar. She added that it also reflects in many ways what is standard practice at other western Canadian universities.

Members, during the discussion surrounding this proposal, provided a number of comments and questions, including, but not limited to: clarification surrounding restrictions and sources of requests in relation to theses and patenting; expressions of support for this proposal; and clarification as to whether the requests for extensions were fairly straightforward.

Motion: White/Rodgers

THAT the GFC Executive Committee approve, under delegated authority from the General Faculties Council, the new UAPPOL Delay of Research Publication Procedure, as submitted by the Office of the Vice-President (Research) and the Faculty of Graduate Studies and Research and as set forth in Attachment 1, as well as the attendant deletion of GFC Policy Manual Sections 96.1.1, 96.1.2, 96.1.3, 96.1.4, and 120.2 (as noted in Attachment 3).

CARRIED

5. Deletion of Section 65.3 (University of Alberta Student Housing Policy) from the GFC Policy Manual

Materials before members are contained in the official meeting file.

Presenter: Doug Dawson, Associate Vice-President (Ancillary Services), Facilities and Operations

Purpose of the Proposal: To delete Section 65.3 of the GFC Policy Manual. The items referenced in this section are outdated or historical in nature and current information is available in web and print sources. In addition, this proposal facilitates the process of migrating material from the GFC Policy Manual and reducing redundancy across institutional policy documents. Outdated policy will be rescinded/deleted, thereby aligning the University's practices with current UAPPOL policy and operating practices, which have superseded the policies set out in the GFC Policy Manual.

Discussion:

Mr Dawson summarized the proposal by explaining that current provisions regarding student housing reside in University practice and policy and that, as a result of this, Section 65.3 of the GFC Policy Manual is now deemed redundant.

Ms Orydzuk requested permission for a Visitor to speak on behalf of this item, and the Chair, who had been apprised of this request prior to the start of the meeting, consented. Mr Nicholas Diaz, Vice-President (Student Life), Students' Union (SU), introduced himself to members and thanked the Chair for the opportunity to speak. Mr Diaz noted that the *Post-Secondary Learning Act* grants legislative authority to GFC to make residence policy, with approval from the Board of Governors. He cautioned members that approving this proposal as presented eliminates the opportunity of investigating an appropriate replacement institutional policy surrounding student housing.

Members, during the discussion of this proposal, provided a number of comments and questions, including, but not limited to: that GFC has engaged in broad review and discussion of this matter recently; that deleting this policy and relying, instead, on numerous other digital sources for policy and process, such as websites, is not the same as having one comprehensive policy and that these external sources of information lack legislative authority; that enforcement is an issue and that the replacement sources do not accurately reflect the policy language; that it does not seem to make sense to delete one source of policy and spread it out over 13 different sources and that it is easier for students and administrators to have one place to reference this policy; that there is a difference between policy statements, themselves, and how such policies are administered; that the Residence Community Standards relate more to judicial matters, so that there is a discontinuity between what is being deleted and what currently exists; a suggestion to revise the existing policy; that the (proposed) deletion of sections of the GFC Policy Manual usually accompany proposals to transition the "old" policy into the UAPPOL environment; that it might be beneficial to review how GFC has delegated its powers over residences before proceeding; that this proposal appears not to be routine or urgent; and commentary that stakeholders have indicated that they are uncomfortable with this proposal and that there should be, instead, a replacement (updated) policy created and presented to full GFC.

Mr Bodnar reminded members that the GFC Executive Committee does have delegated authority from GFC over this matter, as set out in the proposal (and accompanying legislation) before the Committee.

The Chair, noting the nature of the discussion, suggested it might be wise at this time to table this item. Dr Elliott, in setting forth a 'Motion to Table', was afforded an opportunity, as set out within GFC's procedural rules, to make clear what his expectations were to move this proposal off the table and back to the Committee for discussion. He noted that he expected the existing policy would be replaced with a new, current policy, created after consultation with key stakeholders. The proposer, according to GFC's procedural rules, was also allowed the opportunity to say what effect tabling the proposal would have; Mr Dawson, when asked, declined to provide any further commentary.

Motion: Elliott/More

THAT the GFC Executive Committee TABLE the proposed deletion of GFC Policy Manual Section 65.3 (University of Alberta Student Housing Policy), as originally submitted by Facilities and Operations.

CARRIED

6. Proposed Changes from the Office of the Registrar to Embedded Certificate Parchments

Materials before members are contained in the official meeting file.

Presenters: Lisa Collins, Vice-Provost and University Registrar; Corinne Callihoo, Assistant Registrar (Convocation and Ceremonies), Office of the Registrar

Purpose of the Proposal: As a result of recent discussion with Provincial Government colleagues, it has been brought to the University's attention that embedded credit certificates are not significantly differentiated from our freestanding credit certificates. Since embedded certificates do not require Government approval, it is recommended that the presentation of the embedded certificates be modified to visually differentiate them from freestanding certificates that do receive governmental approval. In addition, the new design visually differentiates an embedded certificate from the parchment awarded students for completion of degree or diploma programs. As *per* UAPPOL policy, any substantive changes to parchments must be approved through the GFC Executive Committee. The redesign will remove the coat of arms from the embedded certificate parchment and change the signatures from four (President, Chancellor, Registrar, and Board Chair) to two (Registrar and Dean of the Faculty in which the certificate is offered).

Discussion:

Ms Collins reported to members that the Provincial Government has requested that the University of Alberta create a separate parchment for the completion of embedded certificate programs, as such certificates are not recognized by the Government and should not be seen in the same light as the parchments awarded students for their completion of a diploma or degree program. She stated that, in response to this request, Ms Callihoo created a working group to design such a document.

Ms Callihoo explained that offering a credential document to those completing certificate programs was formerly the responsibility of the individual Faculties and that, eventually, the Office of the Registrar was asked to participate in generating the document. She noted that the new design for the embedded certificates does not resemble a parchment and that it is their hope that the Provincial Government will agree to this new document.

Members, during the discussion in relation to this item, offered a number of comments and questions, including, but not limited to: clarification regarding examples of an embedded certificate program; that the reasoning for the redesign seems unclear; and a query whether the Provincial Government has had an opportunity to review the latest iteration of the design.

Motion: Robertson/Molzahn

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the proposed changes to Embedded Certificate Parchments, as provided by the Office of the Registrar and as set forth in Attachment 1, to be effective upon final approval.

CARRIED

7. Proposed Changes to the Composition of the Selection/Review Committees for the Dean of Faculté

Saint-Jean

Materials before members are contained in the official meeting file.

Presenters: Olive Yonge, Interim Provost and Vice-President (Academic) and Chair, GFC Executive Committee; Kathleen Brough, Senior Administrative Officer, Office of the Provost and Vice-President (Academic)

Purpose of the Proposal: To amend UAPPOL Composition of Dean Selection and Review Committees for Individual Faculties (Appendix A), Faculté Saint-Jean, of the UAPPOL Faculty Deans Selection Procedure, updating categories to add a representative from Staff Category A2.1 (contract academic staff instructor) to the Committee.

Discussion:

Ms Brough explained that this proposal contains one element and that is to add a contract teaching staff member to the Committee.

A member enquired about the number of contract teaching staff at Faculté Saint-Jean.

Motion: Molzahn/Collins

THAT the GFC Executive Committee approve, under delegated authority from the Board of Governors and General Faculties Council, proposed changes to the composition of the Selection and Review Committees for the Dean of Faculté Saint-Jean, as submitted by the Office of the Provost and Vice-President (Academic) and as set forth in Attachment 1, to take effect upon final approval.

CARRIED

8. Draft Agenda for the February 2, 2015 Meeting of General Faculties Council (GFC)

Materials before members are contained in the official meeting file.

Presenter: Olive Yonge, Interim Provost and Vice-President (Academic) and Chair, GFC Executive Committee

Purpose of the Proposal: To approve the Agenda for the General Faculties Council (GFC) meeting to be held on Monday, February 2, 2015.

Discussion:

The Chair asked members to review the draft Agenda for the GFC meeting of February 2, 2015.

A member sought clarification regarding Agenda Item 5 (*Proposed Calendar Changes Related to the Office of the Registrar's Enrolment Management Plan*), and another enquired about the status of material to support discussion on the Student Mental Wellness topic (Agenda Item 8).

Motion: Rodgers/More

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the February 2, 2015 meeting of General Faculties Council (GFC).

CARRIED

DISCUSSION ITEMS

9. Helping Individuals at Risk and Safe Disclosure and Human Rights Activity Reports 2013-2014

Materials before members are contained in the official meeting file.

Presenter: Mary Persson, Associate Vice-President (Audit and Analysis)

Purpose of the Proposal: In 2008, the University introduced the Office of Safe Disclosure and Human Rights (SDHR) as an intake office for issues arising under the Ethical Conduct and Safe Disclosure Policy. Organizationally, the Office reports to the University Auditor to promote the independent, neutral, and advisory nature of the function.

In 2010, the Helping Individuals at Risk Policy (HIAR) was introduced and an intake function was created to work in conjunction with the Office of SDHR. The policy requires that annual reporting to General Faculties Council (GFC) and to the Board of Governors will occur after each year of operation.

The purpose of the two reports before members is to provide an overview of the activities of each office and to comment on trends and issues as well as to provide information on strategies for dealing with them.

Discussion:

Ms Persson provided members with a summary of the annual reports before them. She explained that the current data suggests that the offices act primarily in advisory roles, as opposed to complaint-handling roles, and that, further to this trend, these offices work closely with the Dean of Students to ensure that their programs are responsive and effective. She noted, as well, that the resources of the programs offered are being monitored to ensure that they are properly resourced.

Members expressed a number of questions and comments in relation to this report, including, but not limited to: clarification surrounding the reasons why complaints have decreased; whether non-criminal deaths on campus are included in this report; and clarification regarding information on international students set out within the report.

10. University of Alberta Museums Annual Report to General Faculties Council (GFC) for the Period July 1, 2013 – October 31, 2014

Materials before members are contained in the official meeting file.

Presenters: Janine Andrews, Executive Director, Museums and Collections Services; Jocelyn Hall, Chair, University of Alberta Museums Policy and Planning Committee; Heather Proctor, Past Chair, University of Alberta Museums Policy and Planning Committee

Purpose of the Proposal: To file an annual report, as requested, with General Faculties Council (GFC). In this case, the report files is the 'University of Alberta Museums Annual Report to General Faculties Council (GFC) for the Period July 1, 2013 – October 31, 2014'.

Discussion:

Ms Andrews provided members with highlights from the Annual Report, noting that, as funding runs out in 2016, there has been a focus on resources allocated to the Enterprise Square gallery. She provided commentary, in addition, on a number of important projects from the last year, including the completion of an inventory of human remains on campus; a review of the acquisition strategy of the institution; the goal to maintain the current designation "A" status for the University's collections; the wish to obtain a curatorial research museum; the completion of staff reorganization; and the deaccession of items from the Dentistry collection.

During the discussion surrounding this Report, members provided a number of comments and questions, including, but not limited to: clarification surrounding what the most pressing issue is currently for Museums and Collection Services; clarification on where decommissioned items go after removal from collections; and expressions of commendation for the Report.

11. Annual Report on Undergraduate Enrolment 2014/15

Materials before members are contained in the official meeting file.

Presenters: Lisa Collins, Vice-Provost and University Registrar; Olive Yonge, Interim Provost and Vice-President (Academic) and Chair, GFC Executive Committee

Purpose of the Proposal: To discuss the 2014/15 annual report on undergraduate enrolment.

Discussion:

Ms Collins explained that the Report has been adjusted according to feedback collected last year from members of the academy and that the primary objectives of this report are to track minimum admission averages and enrolment data in comparison to institutional and unit-specific targets and to provide information to the Faculties that assist them in future decision-making on enrolment management. She commented that, currently, some Faculties are under enrolled, while others are over enrolled.

She stated that, although Chinese students represent a valued cohort of University of Alberta students, there will be further focus on diversification in the future.

She explained that the Office of the Registrar is awaiting the decision from the Provincial Government on Provincial exam weighting and that, in addition, the conversation surrounding access continues.

Ms Collins provided members with a summary of the new offer acceptance process, which includes offering entrance awards at the time offers of admission are made to allow students to make better-informed decisions.

Members, during the discussion surrounding the Report, provided a number of comments and questions, including, but not limited to: clarification regarding the drop in completion rates; clarification regarding the numbers of American students applying to the University of Alberta; clarification surrounding full-time student enrolment data; and clarification surrounding the data related to the applications from and enrolment of Chinese students.

12. Student Mental Health and Wellness at the University of Alberta – Update

Materials before members are contained in the official meeting file.

Presenter: Robin Overall, Interim Vice-Provost and Dean of Students

Purpose of the Proposal: Given the ongoing importance of the issue of student mental health and wellness and the broad range of programs and initiatives that are ongoing at the University of Alberta, a presentation to General Faculties Council (GFC) to update the University community would be timely and useful. Keeping the University community informed of a) the issue of mental health and wellness and b) what the institution is doing about it is crucially important.

A presentation to Council will:

- Update all members of the community on the programs and initiatives underway;
- Help raise awareness of what programs and services are available on campus;
- Continue to lead the way in destigmatizing conversation around issues of mental health and wellness;
- Continue to help establish support for a constructive and comprehensive approach to student mental health and wellness that will be proactive, effective, and sustainable over the long term.

Discussion:

Dr Overall explained that the issue of how to provide a supportive learning environment in terms of student mental health continues to be an important issue at the University of Alberta. She noted that, as academic success and student mental health are tied together, there has been a philosophical shift in how the institution offers and delivers services and that there has been a shift, too, towards offering services in a much more timely manner to those in need.

She stated that the discussion also needs to factor in early intervention and academic support, as well as helping individuals at risk; even though there are current structures in place addressing these issues, students may not know about them.

During the discussion in relation to this item, members expressed a number of comments and questions, including, but not limited to: the status of continuing financial support from Alberta Health Services (AHS) for mental health initiatives and services at the University of Alberta; whether the strategies currently in place include better services for international students; and a suggestion to include in the GFC presentation more data about the prevalence of mental health issues in the institution's current student body.

Ms Swindlehurst, who was attending the meeting as an Observer, was invited by the Chair to explain to members that the Office of the President is interested in adding this important subject to the Agenda for GFC's February 2, 2015 meeting, given the highlighted importance of student mental health for both the University's Board of Governors and the Senior Administration.

13. Graduate Student Management Solution (GSMS) – Graduate Admissions Project

Materials before members are contained in the official meeting file.

Presenter: Mike MacGregor, Vice-Provost and Associate Vice-President (Information Technology)

Purpose of the Proposal: The Offices of the Vice-Provost and Associate Vice-President (Information Technology) (VPIT), University Digital Strategies (UDS), and Faculty of Graduate Studies and Research (FGSR), in conjunction with the units offering graduate programs, initiated a project to review, change, and automate all business processes concerning the graduate student application process at the University of Alberta. The primary objective is to acquire great students faster—to achieve that goal, the University is enabling a paperless solution. The Graduate Admissions Project was deployed to improve the admissions process using a central, comprehensive, robust, and paperless admissions system that will enable users (student, administrative staff, and faculty) access to pertinent details. The Vice-Provost and Associate Vice-President (Information Technology) wishes to update members of the academy with regard to the progress made to date on this important institutional initiative.

Discussion:

Dr MacGregor explained that this project represents one element of a larger program and that, while it is in the early stages, there are two current issues at hand. First, there is a need for the addition of qualified

graduate administrators; and, secondly, there are current delays in contract negotiations related to indemnification and code issues. He explained that these issues are being addressed.

A member enquired about the vision behind this project.

14. Discussion Topics for Meetings of General Faculties Council (GFC) – Proposed (Final) Guidelines from the Ad Hoc Working Group (of the GFC Executive Committee)

Materials before members are contained in the official meeting file.

Presenters: Lisa Collins, Member, *Ad Hoc* Working Group on GFC Discussion (and Member, GFC Executive Committee); Colin More, Member, *Ad Hoc* Working Group on GFC Discussion (and Member, GFC Executive Committee); Fahim Rahman, Member, *Ad Hoc* Working Group on GFC Discussion (and Member, GFC Executive Committee)

Purpose of the Proposal: To discuss and agree to proposed guidelines prepared by members of the GFC Executive Committee's *Ad Hoc* Working Group for discussion topics to go forward to General Faculties Council (GFC) in an organized and systematic manner. The Working Group was tasked by the GFC Executive Committee in September, 2014 with considering, in detail, a proposal submitted by President Indira Samarasekera (and Chair, GFC) prior to the September 8, 2014 meeting of the GFC Executive Committee regarding revitalization of discussion at GFC meetings.

Discussion:

Mr More provided members with an update with regard to the recent discussions held at meetings of the *Ad Hoc* Working Group in relation to the introduction of a discussion period at GFC meetings.

Ms Collins noted that there was some debate surrounding the introduction of Motions during the proposed discussion periods and that the group deliberated on this matter at length as well as on the issue that there was a sense at GFC that members want to use any mechanism to hold the University Administration accountable. She commented that the intended point of the proposed discussion period is to provide insightful and timely discussion on topics of interest and relevance to Council. She noted that the group had not determined when to discuss the issue again at GFC.

Members, during the ensuing discussion, provided a number of comments and questions, including but not limited to: what the next steps might be; clarification surrounding the introduction of Motions during these discussion periods; clarification regarding the selection of topics for discussion; whether a vote or general consensus on the proposed guidelines was needed; clarification regarding future steps and timing.

Members agreed, at the conclusion of discussion, that they were satisfied with the revised guidelines, as presented, and these should be deployed as the introduction of GFC discussion periods is rolled out. The Working Group would reconvene one last time to ensure the guidelines were in their final form and determine an appropriate timeline based on today's discussion.

15. GFC Nominating Committee (NC): Report of the GFC NC as a Recurring GFC Agenda Item

There were no documents.

Presenter: Wendy Rodgers, Chair, GFC Nominating Committee (NC)

Purpose of the Proposal: To discuss a recommendation of the GFC Nominating Committee (NC) to add to the GFC Agenda information about current vacancies for committee (and other entity) positions to which GFC elects members.

Discussion:

Dr Rodgers, Chair of the GFC NC, stated that members of the Committee were interested in better advertising current vacancies on those bodies to which GFC elects members and that they had recommended adding a recurring item to each GFC Agenda clearly outlining said vacancies.

Mr Bodnar suggested that a link to a central source outlining these vacancies be provided on GFC Agendas, thereby ensuring that this information would be current regardless of when a GFC member chose to access this data.

Members, during the ensuing discussion on this matter, expressed a number of comments and questions, including, but not limited to: the effectiveness of such a measure; that the idea behind this is to populate GFC Standing Committees in a timely fashion; clarification on who is responsible for keeping this information updated; clarification regarding the GFC NC's ability to declare vacancies; whether vacancies can be filled automatically; whether elected GFC members could be expected to serve on at least one GFC Standing Committee; commentary that there appears to be considerable redundancy in membership; and that engagement of the wider community in academic governance continues to be an issue.

Members agreed that the GFC Agenda would contain a link, associated with the standing item entitled "Report of the GFC Nominating Committee," that would bring members to an always-current list of outstanding vacancies and that the Chair of the GFC NC would seek to speak at the next meeting of Council in order to draw members' attention to this issue.

16. Question Period

There were no questions.

INFORMATION REPORTS

17. Items Approved by the GFC Executive Committee by E-Mail Ballots

There were no items.

18. Information Items Forwarded to Committee Members Between Meetings

There were no items.

CLOSING SESSION

19. Adjournment

The Chair adjourned the meeting at 4:20 pm.