

General Faculties Council
Executive Committee
Approved Minutes

Monday, March 07, 2011
3-15, UHALL
2:00 pm – 4:00 pm

ATTENDEES:

Carl Amrhein – Chair (Delegate), Dru Marshall (Delegate), Gerry Kendal, James Eastham, Nima Yousefi (delegate) Ed Blackburn, Lee Livingstone, Fay Fletcher, Ingrid Johnston, Anita Molzahn, Andre Plourde, Duane Szafron, Thomas L'Abbe, Garry Bodnar (Coordinator), Deborah Holloway (Scribe)

PRESENTERS AND GUESTS:

Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee
Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)
Chris Cheeseman, Vice-Provost and Associate Vice-President (Human Resource Services)
Donna Herman, Special Advisor to the Provost
Joyce Hiller, Senior Administrator, Human Resource Services
Mary Persson, Associate Vice-President (Audit and Analysis), Vice-President (Finance and Administration)
Norma Rodenburg, Student Affairs Officer, Office of the Dean of Students
Colleen Skidmore, Vice-Provost (Academic)

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Members agreed to the Agenda as circulated.

2. Approval of the Minutes of February 7, 2011

Materials before members are contained in the official meeting file.

Motion: Johnston/Kendal

THAT the GFC Executive Committee approve the Minutes of February 7, 2011.

CARRIED

3. Comments from the Chair

The Chair provided comments of interest to members. He also congratulated Dr Plourde on his recent appointment to the position of Dean, Faculty of Public Affairs, Carleton University.

At the invitation of the Chair, Ms Persson provided information to members regarding the Administrative Innovation and Process Review Task Force which she co-chairs with Sheree Kwong See, Associate Dean

(Teaching and Learning), Faculty of Arts. The mandate of the Task Force is to conduct reviews of University-wide administrative processes and individual administrative units or processes to seek efficiencies and streamline processes. The Task Force is seeking input from members of the University community to help identify administrative processes that are inefficient. Submissions are due to the Task Force before the end of April, 2011. She noted that additional information regarding this matter may be found at <http://www.uofaweb.ualberta.ca/vpfinance/taskforce.cfm>; suggestions, she stated, may be submitted *via* e-mail to admin.ideas@ualberta.ca.

ACTION ITEMS

4. Human Resource Policy Suite (in UAPPOL)

Materials before members are contained in the official meeting file.

Presenters: Chris Cheeseman, Vice-Provost and Associate Vice-President (Human Resource Services); Donna Herman, Special Advisor to the Provost; Joyce Hiller, Senior Administrator, Human Resource Services

Purpose of the Proposal: To consider and recommend the proposed Human Resource Policy Suite and related documents.

Discussion:

Dr Cheeseman presented the proposal, noting that the purpose is to rescind and replace GFC Policy Manual Sections 5 (Academic Staff, Academic Staff Agreements), 18 (Associate Faculty) and 48 (Employment Policies) with the newly-proposed human resource UAPPOL policies and procedures. Members understood that the UAPPOL documents had been updated to reflect current institutional practice.

During the ensuing discussion, the presenters addressed questions and concerns expressed by members concerning the following matters: whether the composition of Advisory Selection Committees for Faculty and Faculty Service Officers varied among Faculties; the circumstances under which an Advisory Selection Committee may be waived; how the policy would apply to spousal appointments; why advertisements and postings for vacancies at Faculté Saint-Jean must state the requirement for oral and written competency in English; clarification regarding the process surrounding a joint appointment; and whether the policy should include a clause noting that flexibility exists in the selection process.

Members suggested a series of minor editorial revisions to the material before them; the presenters agreed to these changes as 'friendly amendments'.

Motion I: Fletcher/Blackburn

THAT the GFC Executive Committee recommend to General Faculties Council, as submitted by the Associate Vice-President (Human Resources Services):

- (a) the proposed UAPPOL human resource policies and procedures, as set out in Attachment 1; and
- (b) the corresponding rescission or deletion of existing GFC Policy Manual Sections 5 (Academic Staff, Academic Staff Agreements), 18 (Associate Faculty) and 48 (Employment Policies), in part or in total, as set out in Attachment 2; and
- (c) the corresponding rescission of the following existing UAPPOL Policies and Procedures-- Employment Policy; Conditions and Benefits of Employment Policy; Advertising of Administrative

Professional Officer Vacancies Procedure; Advertising of Faculty Vacancies Procedure; Advertising for Faculty Service Officer Vacancies Procedure; and Advertising for Librarian Vacancies Procedure, as amended, and all to take effect on July 1, 2011.

CARRIED

Motion II: Plourde/Szafron

THAT the GFC Executive Committee recommend to General Faculties Council that, for the purposes of replenishing the memberships of GFC, GFC Standing Committees, and bodies to which GFC elects members, University Governance will continue to deploy the Staff Categories currently set out in Section 5 of the GFC Policy Manual and noted in the relevant Bylaws, Terms of Reference, and institutional policies and procedures until such time as these bylaws, terms, policies, and procedures have been revised to reflect the new Staff Categories set out in the relevant Staff Agreements and (proposed) Human Resources Policy suite.

CARRIED

5. Term Limits for Deans – Proposed Changes to the Selection of Faculty Deans Procedure

Materials before members are contained in the official meeting file.

Presenters: Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee; Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

Purpose of the Proposal: To set forth (proposed) revisions to the Selection of Faculty Deans Procedure.

Discussion:

The Chair presented the proposal which had been discussed at the GFC Executive Committee meeting of February 7, 2011. Following discussion at that meeting, the matter was tabled pending further consultation with the President and with Deans' Council. This consultation was undertaken and the resultant changes to proposal were made accordingly. Members understood that the proposal would now revise the Selection of Faculty Deans Procedure to articulate a normal two-term limit for Faculty Deans and provide the President the authority, on the recommendation of the Provost, to grant exceptions. The new proposed wording also indicated that should seeking a third term be appropriate for an incumbent Dean, as determined by the President, then review procedures would be employed in that case, and no Dean would be permitted a fourth term.

The presenters received editorial suggestions.

Motion: Plourde/L'Abbe

Motion I: THAT the GFC Executive Committee take from the table the proposal concerning (proposed) changes to the Selection of Faculty Deans Procedure, as originally submitted by the Office of the Provost and Vice-President (Academic).

CARRIED

Motion: Plourde/Johnston

Motion II: THAT the GFC Executive Committee, under delegated authority from General Faculties Council

and the Board of Governors, recommend to the Board Human Resources and Compensation Committee approval of proposed changes to the Selection of Faculty Deans Procedure, as re-submitted by the Office of the Provost and Vice-President (Academic) (and as set forth in Attachment 1), to be effective upon approval.

CARRIED

6. Death of a Member of the University Community – University Response Policy

Materials before members are contained in the official meeting file.

Presenters: Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee; Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

Purpose of the Proposal: To update and newly articulate the University's approach to responding in the event of the death of a member of the University community and to provide procedures relating to the institutional response to the death of a student or a staff member.

Discussion:

The Chair introduced the item.

In response to a query regarding whether the *Freedom of Information and Protection of Privacy (FOIPP) Act* addresses dissemination of information to colleagues of a deceased community member, members agreed that Ms Brough would seek advice from the University's Information and Privacy Office and, if necessary, add appropriate clarifying language to the Policy suite.

Motion: Blackburn/Yousefi

THAT the GFC Executive Committee recommend to General Faculties Council the proposed new Death of a Member of the University Community – University Response Policy and associated procedures, as submitted by the Office of the Provost and Vice-President (Academic) and as set forth in Attachment 1 (and as amended), and the corresponding rescission of GFC Policy Manual Section 108.14 (University Response to a Student Death) and MAPPS (Manual of Administrative Policies and Procedures) #01-030-005 (Death of a Member of the University Community), all to take effect upon final approval.

CARRIED

7. Proposed Changes to the Terms of Reference for the Council on Student Affairs (COSA)

Materials before members are contained in the official meeting file.

Presenter: Norma Rodenburg, Student Affairs Officer, Office of the Dean of Students

Purpose of the Proposal: To add a student representative from Campus Saint-Jean as well as Augustana Faculty to the Council on Student Life (COSA) membership list and to propose a series of additional editorial changes.

Discussion:

Ms Rodenburg introduced the item, noting that the Office of the Dean of Students would work with the student associations at both Campus Saint-Jean and Augustana Faculty to identify student representatives.

The presenter received and accepted the following ‘friendly amendment’: under “Composition,” she agreed to add the word “Student” before “Representative, Campus Saint-Jean” and “Representative, Augustana Campus”.

Motion: Kendal/Yousefi

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed revisions to the Terms of Reference for the Council on Student Affairs (COSA), as submitted by the Office of the Dean of Students on behalf of COSA and as set forth in Attachment 1 (as amended), to take effect upon final approval.

CARRIED

8. Draft Agenda for the March 21, 2011 Meeting of General Faculties Council (GFC)

Materials before members are contained in the official meeting file.

Presenter: Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee

Discussion:

The Chair presented the item, noting that *Sustainability Initiatives* and the *Comprehensive Institutional Plan (CIP)* may be added to the Agenda. In response to a query from a member, the Chair confirmed that the President would address the University’s budget situation in the course of the meeting.

In approving the Agenda, members of the GFC Executive Committee agreed the University’s new Academic Plan (2011 – 2015), as proposed by the Provost and Vice-President (Academic) and the Vice-President (Research), would be considered a formal item of business upon which Council would be asked to provide final approval.

Motion: Yousefi/Fletcher

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council (GFC), the order of items set out in the draft Agenda for the March 21, 2011 meeting of GFC.

CARRIED

DISCUSSION ITEMS

9. Academic Plan – Dare to Deliver 2011 – 2015: Extension of the Plan

Presenter: Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee;

Purpose of the Proposal: For discussion/information.

Discussion:

The Chair reported that the question of whether to extend the term of the new Academic Plan by two years had been raised in the context of the President’s term ending in July, 2015, resulting in the President overseeing the development of the next Academic Plan for her successor. Many scenarios have been suggested, including shortening the term of the new Academic Plan to three years from five.

Following a brief discussion, the consensus of members was to retain the five-year term for the new Academic Plan.

10. Access to Universal Student Ratings of Instruction (USRI)

Materials before members are contained in the official meeting file.

Presenters: Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee; Colleen Skidmore, Vice-Provost (Academic)

Purpose of the Proposal: For discussion/information.

Discussion:

The Chair introduced the item, noting that the Association of Academic Staff of the University of Alberta (AASUA) had raised a concern that the current online offerings of the numerical summaries for the ten USRI questions is currently accessible to any individual with a Campus Computing ID (CCID) and password, seemingly in contravention of both Section 111.3 of the GFC Policy Manual and Section 40 of the *Post-Secondary Learning Act (PSLA)*. As an interim step, after consulting with the Information and Privacy Office, the Provost and Vice-President (Academic) restricted access of the USRI website to current students. He reported that a number of complaints and concerns had since been raised by members of the community who require access to that data for a number of reasons including preparation of award nomination packages and for Faculty Evaluation Committee (FEC) purposes.

Dr Skidmore reported that Academic Information and Communication Technologies (AICT) confirmed that by the end of April it would be possible for all instructors to have access to their own results and, by the end of August, access could be granted to Deans, Chairs and others as required. She added that the Privacy Officer's concerns included the number of individuals who have valid CCIDs, including applicants to the University who have not been admitted and registered, who, thereby, had access to the data. He also expressed concern regarding the number of years USRI data remains available, questioning whether, for example, data that is ten years old is valid.

During the ensuing discussion, the presenters addressed questions and concerns expressed by members concerning the following matters: that potential students have legitimate reason to access the USRI data as a tool to assist them in their decision-making; that while the *PSLA* defines students as being enrolled, restricting applicants from access to *Bear Tracks* would be a step backward; confirmation that the 'paper version' of the USRI results would still be available to the parties requiring that data; whether a member of the community who is preparing a nomination package would be able to obtain USRI data from the Chair of the nominee's Department; and whether seeking the permission of a nominee to access that data is allowed.

Following the discussion, members agreed to the following:

- A pilot project would be undertaken in conjunction with AICT to provide online access to USRI to individual professors (to their own records only), and to Deans, Chairs and others as required for FEC purposes.
- A subcommittee of GFC's Committee on the Learning Environment (CLE) would be struck to investigate the matter, consult with the appropriate parties and key stakeholders, and make recommendations to the GFC Executive Committee regarding next steps.

The Chair conducted a 'straw vote' amongst members; this resulted in an affirmation of the above-noted agreements.

11. Question Period

There were no questions.

INFORMATION ITEMS

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

There were no items.

13. Information Items Forwarded to Committee Members Between Meetings

- Approved Motions and Final Documents from the GFC Undergraduate Awards and Scholarship Committee (UASC) Meeting of February 8, 2011 (E-Mailed to Members on March 2, 2011)

CLOSING SESSION

14. Adjournment

The Chair adjourned the meeting at 3:55 pm.