



# UNIVERSITY OF ALBERTA

## UNIVERSITY GOVERNANCE

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General Faculties Council  
Executive Committee  
Approved Open Session Minutes

Monday, December 03, 2012  
3-07 SAB, South Academic Building  
2:00 PM – 4:00 PM

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### **ATTENDEES:**

#### Voting Members:

Martin Ferguson-Pell	Acting Provost and Vice-President (Academic) and Acting Chair, GFC Executive Committee (delegate)
Gerry Kendal	Vice-Provost and University Registrar
Dustin Chelen	Students' Union Vice-President (Academic)
Nathan Andrews	Graduate Student Association Vice-President (Academic)
Ed Blackburn	Academic Staff, Member of GFC
Norma Nocente	Academic Staff, Member of GFC
Wendy Rodgers	Academic Staff, Member of GFC
Chris de Gara	Academic Staff, Member of GFC
Anita Molzahn	Academic Staff, Member of GFC
Duncan Saunders	Academic Staff, Member of GFC
Adam Woods	Undergraduate Student, Member of GFC

#### Presenters:

Janine Andrews	Executive Director, Museums and Collections Services
Garry Bodnar	Director of General Faculties Council (GFC) Services and Secretary to GFC; Coordinator, GFC Executive Committee
Bill Connor	Vice-Provost (Academic Programs and Instruction)
Deborah Eerkes	Director, Office of Student Judicial Affairs
Martin Ferguson-Pell	Acting Provost and Vice-President (Academic) and Acting Chair, GFC Executive Committee
Kris Fowler	Helping Individuals at Risk Coordinator, Office of Safe Disclosure and Human Rights
Murray Gray	Vice-Provost and Associate Vice-President (Research) and Chair, Centres and Institutes Committee (CIC)
Gerry Kendal	Vice-Provost and University Registrar
Wade King	Safe Disclosure and Human Rights Advisor, Office of Safe Disclosure and Human Rights
Heather Proctor	Professor, Department of Biological Sciences and Chair, University of Alberta Museums Policy and Planning Committee
Iva Spence	University Governance

#### Staff:

Garry Bodnar	Coordinator, GFC Executive Committee
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Marion Haggarty-France      University Secretary  
Andrea Patrick                Scribe

## **OPENING SESSION**

### 1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Mr Bodnar stated that the Agenda would need to be reordered to allow a presenter to leave the meeting for an appointment. Item 11 was moved, therefore, to the first spot within 'Discussion Items' appearing on this meeting's Agenda.

Motion: Molzahn/de Gara

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

**CARRIED**

### 2. Approval of the Open Session Minutes of November 5, 2012

Materials before members are contained in the official meeting file.

Mr Andrews proposed a friendly amendment to the Minutes to include his comment from the meeting on November 5, 2012, wherein he stated that the proposers for the introduction of the new EAP (English for Academic Purposes) course designation had not include clearly relevant proposed policy changes within the comparative tables in the documentation before members.

Motion: Chelen/Blackburn

THAT the GFC Executive Committee approve the Minutes, as amended, of November 5, 2012.

**CARRIED**

### 3. Comments from the Chair

Dr Ferguson-Pell commented on a number of items of interest to members.

## **ACTION ITEMS**

### 4. Proposed Revisions to the UAPPOL Centres and Institutes Policy and Academic Centres and Institutes Establishment Procedure – Proposal from the Office of the Provost

Materials before members are contained in the official meeting file.

*Presenters:* Martin Ferguson-Pell, Acting Provost and Vice-President (Academic) and Acting Chair, GFC Executive Committee; Murray Gray, Vice-Provost and Associate Vice-President (Research) and Chair, Centres and Institutes Committee (CIC)

*Purpose of the Proposal:* To approve changes to the UAPPOL Centres and Institutes Policy and its associated Procedures. Some changes are editorial. More substantial changes include revisions related to alignment with the University of Alberta vision and mandate, Faculty and University priorities,

demonstration of excellence and sustainability, and reserved use of the words “Centre” and “Institute” by GFC.

*Discussion:*

Dr Gray provided detail on the changes set out in the material before members. He noted that it was his intention to ensure all academic centres and institutes at the University of Alberta were held to a high standard, conformed to the relevant UAPPOL policy and attendant procedures, and were subject to appropriate rigour in terms of their establishment and ongoing review.

Members had several comments and questions relating to this proposal, including, but not limited to: a series of minor (‘friendly’) amendments to clarify intent and address a typographical error; a question about the existence of a budget field within the template for proposals for establishment of centres and institutes; whether or not the template has been updated and is available online; the definition of “scholarly excellence;” whether or not ‘de-recognized’ units would be permitted to keep their names; clarification of the approval route for centres and institutes (both academic and affiliated); and possible methods of communicating these (proposed) changes to the wider University community.

Dr Gray confirmed that the template is online and does include a section for budgets. He clarified that “scholarly excellence” was a suggestion made by the Deans to reinforce the vision of the University of Alberta and the mandates of each Faculty. He stated that the issue of naming is complicated because a lot of units on campus are not part of this policy, including physical entities and/or facilities, and, hence, do not fall under the review he is currently undertaking of institutional academic and affiliated centres and institutes. He clarified that academic centres and institutes controlled through and by the University are approved by the GFC Academic Planning Committee (APC), whereas affiliated centres and institutes report to a board of authority external to the University of Alberta. Dr Gray reported discussion with regard to these proposed changes had taken place amongst the Deans at their 2012 Summer Retreat and that their comments and feedback have been incorporated into the proposal; he stated that the key to communication and compliance will stem from the Deans and Offices of the Provost and Vice-President (Academic) and Vice-President (Research).

Motion: Molzahn/Kendal

THAT the GFC Executive Committee, under delegated authority from General Faculties Council, recommend to the Board of Governors proposed changes to the UAPPOL Centres and Institutes Policy and approve proposed changes to the Academic Centres and Institutes Establishment Procedure, as submitted by the Office of the Provost and Vice-President (Academic) and as set forth in Attachments 1 and 2 (as amended), respectively, with proposed changes to the Centres and Institutes Policy to take effect upon final approval by the Board of Governors and with proposed changes to the aforementioned Procedure to take effect immediately.

**CARRIED**

5. Proposed ‘Housekeeping’ Changes to the Code of Student Behaviour (Section 30.6) and the Practicum Intervention Policy (Section 87.9)

Materials before members are contained in the official meeting file.

*Presenter:* Iva Spence, University Governance

*Purpose of the Proposal:* General housekeeping changes to remove references to the GFC Policy Manual; to make it clear that each party is allowed one advisor at a hearing; and to update who gets copied on

decisions.

*Discussion:*

Ms Spence explained that the proposal contains housekeeping changes were meant to update existing policy and to clarify that each party is allowed only one advisor at a hearing.

Motion: Molzahn/Rodgers

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to the Code of Student Behaviour (Section 30.6.1 (Initiation of an Appeal)), (Section 30.6.2 (Terms of Reference and Powers)), and (Section 30.6.5 (Procedures at the UAB Hearing)) and to the Practicum Intervention Policy (Section 87.9 (Procedures at the GFC PRB Hearing)), as set forth in Attachments 1 and 2, to take effect December 17, 2012.

**CARRIED**

6. Delegation to the GFC Academic Planning Committee (APC) on Approval of Diploma Programs Offered by Centre collégial de l'Alberta de l'University of Alberta – Proposal from the Office of the Provost and Vice-President (Academic)

Materials before members are contained in the official meeting file.

*Presenters:* Bill Connor, Vice-Provost (Academic Programs and Instruction), Office of the Provost and Vice-President (Academic); Gerry Kendal, Vice-Provost and University Registrar

*Purpose of the Proposal:* To seek the GFC Executive Committee's approval (on behalf of General Faculties Council) to delegate sole responsibility for review and approval of diploma programming offered by the Centre collégial de l'Alberta to the GFC Academic Planning Committee (APC) (except in cases where a new funding model is proposed for a newly-proposed or existing diploma program offered by the Centre, in which case GFC APC would recommend onward to the Board of Governors).

*Discussion:*

Dr Connor explained that the Centre collégial de l'Alberta offers diploma programs in the vocational arena the contents of which are not contained in the University Calendar. Due to pressure from Provincial Government to utilize funding that was provided to support the creation of at least one new diploma program, he is proposing to delegate diploma program approval authority to GFC APC, with the Board of Governors approving cases where a new funding model is proposed for new or existing programs. He added that due to several factors, the process has been delayed, resulting in the necessity for urgent action by the GFC Executive Committee on the proposal before members. He explained further that it would create hardship for those proposing the new diploma programs if they were called upon to continue to wait. He would like to see the process streamlined in this and all future cases.

Members provided comments with regard to this proposal, including, but not limited to: clarification about the existing governance route; and some hesitation in utilizing the urgency clause within the GFC Executive Committee's Terms of Reference, citing GFC and Board Finance and Property Committee (BFPC) meeting schedules in early 2013.

Mr Bodnar clarified that, although normally GFC reserves the right the change GFC Standing Committee Terms of Reference, the Office of the Provost and Vice-President (Academic) is stating that the approval of upcoming proposed diploma programs to be offered by the Centre collégial de l'Alberta's is urgent in nature due to pressure from the Provincial Government to utilize funding already provided to the University in

direct support of this programming. He clarified that GFC APC already has sole authority from GFC to approve new degree programs at the both the undergraduate and graduate levels and that the GFC Academic Standards Committee (ASC) has sole authority from GFC to approve non-credit and credit certificate programs as long as there are no additional requirements for funding or space, in which case they would move on to GFC APC for approval.

The University Secretary, Ms Marion Haggarty-France, confirmed for members the GFC and Board of Governors meeting schedules for early 2013, thereby supporting the timeline to which Dr Connor, in his presentation, had spoken.

Dr Connor reported that there were several factors for the delay in getting this approved and that additional delays would be disadvantageous to those engaged in the process in this case.

Motion: Blackburn/Woods

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to the GFC Academic Planning Committee Terms of Reference, as submitted by the Office of the Provost and Vice-President (Academic) and set forth in Attachment 1, to take effect upon final approval.

**CARRIED**

7. Draft Agenda for the January 21, 2013 Meeting of General Faculties Council (GFC)

Materials before members are contained in the official meeting file.

*Presenter:* Martin Ferguson-Pell, Acting Provost and Vice-President (Academic) and Acting Chair, GFC Executive Committee

*Purpose of the Proposal:* To approve the Agenda for the January 21, 2013 meeting of GFC.

*Discussion:*

Dr Ferguson-Pell stated that he would like to set a tone of optimism and renewal at the first GFC meeting of 2013. He solicited guidance from members on how to achieve this.

Members had several questions and suggestions on this issue, including, but not limited to: the possibility of excessive pre-screening prior to possible consideration at GFC, resulting in sparse agendas; the perceived lack of monthly engagement with the membership of GFC; the possibility that substantive proposals that would warrant GFC's consideration are not being developed currently due to the University's fiscal environment; the idea of presenting annual reports to GFC; the notion that GFC members deserve to hear and consider all items within governance, including items that Standing Committees review initially; a suggestion to present the biennial NSSE (National Survey on Student Engagement) report to GFC when it becomes available; and clarification with regard to why the Lister Residence issue has been repeatedly raised at GFC.

Mr Bodnar stated that it is ultimately Central Administration's role to determine what issues are presented at GFC and that University Governance does suggest items for Council's agendas proactively and in a timely manner. Ms Haggarty-France agreed and added that several large proposals are currently working through a governance process and will be ready in the Spring of 2013 for GFC. She explained that there are a lot of good ideas on campus being considered but not a lot of resources to execute plans at this point—this, she noted, is a dilemma faced by many universities currently.

Dr Ferguson-Pell added that although he cannot fully discuss the Lister Residence issue due to pending legal action, he explained that this matter continues to be discussed between the University and the student associations. He pointed out that, as the President stated at the November 26, 2012 GFC meeting, she made a decision based on the level of urgency surrounding the health and safety of students at that time. He would like to move forward from the discussion and stated that the process of consultation on residence-related matters should be an item for further discussion in the future.

Mr Woods added that, as he represents students' concerns and interests, he wished to formally clarify their view that the Lister Residence 'decision' was made, in their opinion, outside of normal governance and policy avenues and that no consultation took place.

Dr Ferguson-Pell stated that final decisions on the draft January 21, 2013 GFC Agenda will be made at the next GFC Executive Committee meeting scheduled for January 7, 2013.

## **DISCUSSION ITEMS**

### 8. Office of Student Judicial Affairs (OSJA) 2011/12 Annual Report and Statistics

Materials before members are contained in the official meeting file.

*Presenter:* Deborah Eerkes, Director, Office of Student Judicial Affairs (OSJA)

*Purpose of the Proposal:* To provide the GFC Campus Law Review Committee, the GFC Executive Committee, and the Board Learning and Discovery Committee (BLDC) with the annual report and statistics of the Office of Student Judicial Affairs (OSJA) for the 2011/12 academic year.

*Discussion:*

Ms Eerkes presented the OSJA 2011/12 Annual Report and Statistics, highlighting several key findings within the report including data suggesting that offenses were consistent across all years of study, charges of cheating had increased, gender seemed to make a difference in terms of non-academic offenses, with a large proportion of males being reported for such offenses. Her Office responded to 42 cases, and 10 were dismissed.

Members had several questions, including, but not limited to: an estimation of time spent on restorative justice issues; the effectiveness of fines; the use of reprimands; possible reasons as to why males are committing more non-academic offenses; and the number of cases that went to appeal.

Ms Eerkes replied that Residence Services tracks the time spent on restorative justice issues. She reported that the use of fines was not very effective, adding that her Office uses them less as a result. She stated Associate Deans are now notified of individual student offenses. She explained that substantial research exists about the reasons why males are committing more non-academic offenses on campuses, and many implicate that alcohol and fighting are contributing factors. She added that four of the reported cases went to appeal.

### 9. Annual Report to General Faculties Council (GFC) from the Appeals Coordinator (July 1, 2011 to June 30, 2012)

Materials before members are contained in the official meeting file.

*Presenter:* Iva Spence, University Governance

*Purpose of the Proposal:* To provide the annual report of statistics as required by GFC policy.

*Discussion:*

Ms Spence highlighted several items within the Annual Report and concluded that, overall, the statistics reflect an increase in charges and offenses in several categories. She explained that although she was not aware of a specific reason for the rise, it is, perhaps, the result of increased reporting. She stated that there were 21 appeals in the reporting period and that her Office is spending more time on appeals as they appear to be increasingly complex.

Dr Ferguson-Pell asked if increased use of technology could be a contributing factor in the statistics, and Ms Eerkes (who had remained at the meeting for the discussion on this report) replied that, while technology may make academic offenses easier to commit, they are still seeing a substantial amount of non-technology based offenses such as the use by students of cheat sheets.

10. University of Alberta Museums Annual Report to General Faculties Council (GFC) for the Period July 1, 2011 – June 30, 2012

Materials before members are contained in the official meeting file.

*Presenters:* Janine Andrews, Executive Director, Museums and Collections Services; Heather Proctor, Professor, Biological Sciences

*Purpose of the Proposal:* The University of Alberta Museums Annual Report for July 1, 2011 to June 30, 2012, including the Report of the University of Alberta Museums Policy and Planning Committee.

*Discussion:*

Ms Andrews and Dr Proctor reported to members on the University of Alberta Museums Annual Report to General Faculties Council (GFC) for the Period July 1, 2011 – June 30, 2012, highlighting several key contents of the report. She commented that: there are currently 29 academic museums, and most of them are used in teaching and research; a UAPPOL policy was developed last year to govern museums; there is now more strategic thought involved in acquisitions to ensure alignment with the mandates of the University of Alberta; collections with little or no use have been purged; a collection emergency plan was developed along with emergency kits; a needs assessment has been created for all 29 collections; the creation of the Museum Internship has been popular; and the use of Enterprise Square for displaying collections has been applauded. Current challenges include: policy implementation and compliance; the ongoing project to return human remains to Aboriginal groups has stalled; storage facilities and conditions continue to be problematic; several issues that require attention at Enterprise Square including the transportation of collections, its loading dock, and HVAC, security, and lighting systems; and curators are exhausting existing funding meant for community engagement in order to meet basic operational needs.

Dr Ferguson-Pell enquired about the manner in which information about human tissue was managed, and Dr Proctor replied that the Medical Examiner keeps control of remains when the University is involved in research, but that there needs to be a formal policy in place specifying that staff and students are not to take or maintain control of remains.

Mr Chelen asked about the participation of student representatives within Museums and Collections Services, and Ms Andrews replied that for many years her office had attempted to work with the Students' Union on this issue, with limited success.

11. Helping Individuals at Risk and Safe Disclosure and Human Rights Activity Report 2011 – 2012

Materials before members are contained in the official meeting file.

*Presenters:* Wade King, Safe Disclosure and Human Rights Advisor, Office of Safe Disclosure and Human Rights; Kris Fowler, Helping Individuals at Risk Coordinator, Office of Safe Disclosure and Human Rights

*Purpose of the Proposal:* To provide an annual report to General Faculties Council.

*Discussion:*

Mr King presented the Human Rights Activity Report 2011 – 2012. He stated that his office is largely focused on issues of harassment, accommodation, safety concerns, discrimination, and the provision of safe disclosure services to the campus community. He reported that 98 cases were administered during the reporting period. He stated that his Office had conducted the “Delete Bullying” course, the “Understanding the University’s Human Rights Policy” course, the “Civility and Respect in the Workplace and Learning Environment” course, and the “Best Practices: Intake and Disclosure” course. He also highlighted key data from the report including complaint group types, the nature of those complaints, and relevant referral actions.

Ms Fowler provided commentary on the annual report of Helping Individuals at Risk. She reported that there were 214 reports about 153 individuals perceived to be at risk, an increase from the previous year. She added that the gender factor was much more equal this year than in previous years, with 56% of reported individuals at risk being male and 44% female. The majority of perceived individuals at risk were undergraduate students at 69%, 10% were graduate students, 12% were faculty or staff, 1% were Postdoctoral Fellows, and the remaining 8% were visiting students and former students. She added that, as she is part-time, she has not been able to focus on the educational component of the portfolio, but a request has been submitted to Central Administration for full-time status which, if attained, would allow her to develop this area appropriately.

Members expressed several comments and questions relating to these reports, including, but not limited to: possible reasons for the higher percentage of undergraduate students reported to be at risk; the inclusion of international students within the statistics; the effectiveness of the program for individuals who may be seriously at risk; the lack of awareness on campus about both programs; and the program’s interactions with Deans.

Mr King replied that there is not one endemic cause for the undergraduate student statistics; rather, it is reflective that the Office’s awareness efforts among this group have been successful. Increased awareness has resulted in increased reporting. He also stated that additional tracking will be completed within next year’s report to capture information about other groups, including international students. He explained that one of the purposes of the Helping Individuals at Risk program is to assist individuals caught in the gap between healthy and imminent action. His Office strives to address concerns before they become volatile situations. He stated that awareness campaigns about the two programs will remain a concerted focus in the near future, with an aim to educate more people across the institution about their services. He concluded that his statistics only reflect case referrals; however, he does work with Deans, Chairs, and supervisors regularly, as well, and this information will be reflected in the next annual report.

## 12. Chairs’ Matrix

Materials before members are contained in the official meeting file.

*Presenter:* Martin Ferguson-Pell, Acting Provost and Vice-President (Academic) and Acting Chair, GFC Executive Committee



*Purpose of the Proposal:* The Office of the Provost and Vice-President (Academic) undertook a review of the Terms of Reference of those Chairs supported by the Endowment Fund for the Future (EFF) to ensure that they aligned with the needs of the University's current academic plan and that the spending would be sustainable into the future.

*Discussion:*

Dr Ferguson-Pell explained the history of the Chair's Matrix. He stated that the goal of the document is to provide clarity around the financial arrangements and descriptions of those Chairs supported by the EFF and to align the program with the needs of the University's current Academic Plan and to ensure that the program would be financially sustainable. He reported that an advisory panel, comprised of professors, was created to review the Terms of Reference, and extensive consultation occurred amongst the Deans as well as Associate Vice-Presidents and Vice-Provosts during the creation of the document.

There was no discussion.

13. Decommissioning of the GFC Policy Manual – Update

Materials before members are contained in the official meeting file.

*Presenter:* Garry Bodnar, Director of General Faculties Council (GFC) Services and Secretary to GFC; Coordinator, GFC Executive Committee

*Purpose of the Proposal:* To provide members of the GFC Executive Committee with an update on the decommissioning of the GFC Policy Manual and the transfer, as appropriate, of GFC-approved academic policies and procedures into the UAPPOL (University of Alberta Policies and Procedures On Line) environment.

*Discussion:*

Mr Bodnar updated members on the status of the transition of policy currently within the GFC Policy Manual into UAPPOL as well as the University Calendar. He explained that there were initially 121 sections in the Manual when the review was initiated with the assistance of the Office of the Provost and Vice-President (Academic). The review resulted in a number of policies being transitioned into UAPPOL or their rescission in situations where policy was deemed to be outdated or no longer relevant. Examples of revised policy include GFC and GFC Standing Committee Terms of Reference, codes of conduct, and the GFC Academic Appeals Policy. Enormous strides have been made. He mentioned that GFC Policy Manual Section 50, 'Enrolment Management', is currently being reviewed by the Office of the Registrar for possible rescission. These changes have been greatly appreciated by the Provincial Auditor General, as policies have become more transparent, clear, and relevant to the wider University community.

Members had several questions relating to this item, including, but not limited to: a possible timeframe for the completion of the transition of all sections of the GFC Policy Manual into UAPPOL; and other sections that may be under review or require review at this time.

Mr Bodnar replied that the date for completion has been a moving target, dependent on changes to resources, personnel, and the management of the University's Policy Standards Office. There is no finite deadline, however. Many of the remaining sections in the Policy Manual are under review currently. He added that some sections of the Manual had had no force of policy and were, instead, more like 'feel-good' statements and that these have been eliminated or transitioned, with substantial revision, into UAPPOL or the University Calendar, as appropriate.

14. Question Period

There were no questions.

**INFORMATION REPORTS**

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

There were no items.

16. Information Items Forwarded to Committee Members Between Meetings

There were no items.

**CLOSING SESSION**

17. Adjournment

The Acting Chair adjourned the meeting at 4:20 pm.

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