

The following Motions and Documents were considered by the GFC Executive Committee at its December 3, 2012 meeting:

Agenda Title: **Proposed Revisions to the UAPPOL Centres and Institutes Policy and Academic Centres and Institutes Establishment Procedure – Proposal from the Office of the Provost**

APPROVED MOTION: 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.

Final Amended Item: 4

Agenda Title: **Proposed ‘Housekeeping’ Changes to the Code of Student Behaviour (Section 30.6) and the Practicum Intervention Policy (Section 87.9)**

APPROVED MOTION: 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.

Final Item: 5

Agenda Title: **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)**

APPROVED MOTION: 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 immediately.

Final Item: 6

OUTLINE OF ISSUE

Agenda Title: **Proposed Revisions to the UAPPOL Centres and Institutes Policy and Academic Centres and Institutes Establishment Procedure – Proposal from the Office of the Provost**

Motion: 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.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Provost and Vice-President (Academic)
Presenters	Martin Ferguson-Pell, Acting Provost and Vice-President (Academic), and Murray Gray, Vice-Provost and Associate Vice-President (Research) and Chair, Centres and Institutes Committee (CIC)
Subject	Revisions to the Centres and Institutes Policy and associated Procedures (as set out in the University of Alberta Policies and Procedures On Line (UAPPOL))

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	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.
The Impact of the Proposal is	See ‘Purpose’.
Replaces/Revises (eg, policies, resolutions)	UAPPOL Centres and Institutes Policy and associated Procedures.
Timeline/Implementation Date	Upon final approvals, as set out in the Motion above.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> (Learning, Discovery and Citizenship; Transformative Organization and Support) and <i>Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	1. Post-Secondary Learning Act (PSLA): The PSLA gives the Board of Governors the authority to “develop, manage and operate, alone or in co-operation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta” (Section 60(1)). Subject to the authority of the Board of Governors, the General Faculties Council has responsibility over “academic affairs” (Section 26(1)) and can “make recommendations to the board with 1. respect to affiliation with other institutions” (Section 26(1)(o)). [...]

2. GFC Executive Committee Terms of Reference (Section 3 (Mandate of the Committee)):

“5. Agendas of General Faculties Council

GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]

With respect to recommendations from other bodies and other GFC committees, [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.

[...]

3. GFC Policy: Section 3, GFC Executive Committee Terms of Reference (Mandate of the Committee), states: “To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council.

1. Urgent Matters: The power to deal with any matters that cannot be deferred is delegated to the Executive Committee which shall determine which matters are to be considered urgent.

2. Routine Matters: Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee.

[...]

4. Board Learning and Discovery Committee (BLDC) Terms of Reference (3. Mandate of the Committee): “Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall, in accordance with the Committee’s responsibilities with powers granted under the *Post-Secondary Learning Act*, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the “GFC”), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.

Without limiting the generality of the foregoing the Committee shall:

[...]

b. review, provide feedback and approve teaching and research policies;

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	<p>c. review and approve recommendations of GFC for major changes in instructional and research programs and other academic matters; [...]</p> <p>f. review and provide recommendations on the University’s enterprise-wide risks and risk measures related to the Committee mandate; [...]</p> <p>j. ensure that the academic teaching and research activities at the University are administered and undertaken in a manner consistent with the vision and mission of the University; [...].</p> <p>The Committee shall review, evaluate, and provide information and recommendations to the Board where the Board is making decisions in areas generally related to areas of responsibility of the Committee.”</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Murray Gray, Vice-Provost (Academic) and Associate Vice-President (Research); Vice-Provosts’ Meeting; Centres and Institutes Committee; President’s Executive Committee – Operations
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (December 3, 2012) – for recommendation to the Board of Governors (Centres and Institutes Policy revisions) and for final approval (associated Academic Centres and Institutes Procedure); Board Learning and Discovery Committee (January 28, 2013) – for recommendation to the Board of Governors (Centres and Institutes Policy revisions only); Board of Governors (February 8, 2013) – for final approval (Centres and Institutes Policy revisions only)
Final Approver	See ‘Approval Route’.

Attachments (each to be numbered 1 - <>):

1. Attachment 1 (pages 1 – 3): Centres and Institutes Policy (Proposed) Changes (For Recommendation)
2. Attachment 2 (pages 1 – 4): Academic Centres and Institutes Establishment Procedure (For Approval)

Prepared by: cindy.watt@ualberta.ca, Committees Manager, Office of the Provost and Vice-President (Academic)

Go to:	[Overview]	[Purpose]	[POLICY]	[DEFINITIONS]	[RELATED LINKS]
This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.					

Centres and Institutes Policy

Office of Accountability:	Provost and Vice-President (Academic)
Office of Administrative Responsibility:	Provost and Vice-President (Academic)
Approver:	Board of Governors and General Faculties Council
Scope:	Compliance with University policy extends to all members of the University community.

Overview

There are two types of **centres** and **institutes** governed by this policy: **academic centres and institutes** and **affiliated centres and institutes**.

The Government of Alberta's *Post-Secondary Learning Act* gives the Board of Governors the authority to "develop, manage and operate, alone or in co-operation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta" (section 60(1)). Subject to the authority of the Board of Governors, the General Faculties Council has responsibility over "academic affairs" (section 26(1)) and can "make recommendations to the board with respect to affiliation with other institutions" (section 26(1)(o)).

Purpose

This policy addresses academic and affiliated centres and institutes at the University of Alberta, in accordance with the University's mission.

POLICY

1. ACADEMIC CENTRES AND INSTITUTES

The University of Alberta may create academic centres and institutes which shall engage in scholarship and carry forward the mission of the University through specific attention to an area of study or research.

Each academic centre or institute will report to a Dean, except in exceptional circumstances and at the discretion of the Provost when an academic centre or institute may report directly to a Vice-President.

The Provost and Vice-President (Academic) shall have final authority in determining whether an academic centre or institute falls under this policy.

Academic centres and institutes shall highlight a department's, a Faculty's, and/or the University's ~~expertise~~ **research and scholarly excellence** in an area.

AFFILIATED CENTRES AND INSTITUTES

The University of Alberta shall enter into affiliation agreements with third parties to create affiliated centres or institutes that engage in scholarship and carry forward the mission of the University through specific attention to an area of study or research.

~~All affiliation agreements for centres and institutes will be entered into in the name of the Governors of the University of Alberta and the Governors delegate final approval for all such affiliation agreements to the President's Executive Planning Committee — Operations (PEC-O). All affiliation agreements for centres and institutes will be entered into in the name of the Governors of the University of Alberta and will be executed in accordance with the Contract Review and Signing Authority Policy. The Governors delegate final approval for all affiliation proposals to the President's Executive Committee -Operations (PEC-O)."~~

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2.

Prior to entering into an affiliation agreement, appropriate advice will be sought from the Office of General Counsel and Risk Management Services.

The formal affiliation agreement must include the critical elements outlined in the *Affiliated Centres and Institutes (Appendix A) Agreement Requirements* and will ensure the risk to the University has been minimized.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top](#)

<p>Centres</p>	<p>A centre normally engages in study, research or other academic focus on a specific area of interest that is defined closely at its creation and would normally incorporate a commitment to conduct its activities beyond the scope of a single discipline.</p> <p>Centres are units or bodies not normally founded solely to conduct a research project before disbanding. They are to be distinguished from units called “centres” that do not have a mandate to engage in scholarship, for example units such as the Sexual Assault Centre or buildings such as the Van Vliet Physical Education and Recreation Centre.</p> <p>Centres often exist within the mandate of a single Faculty.</p>
<p>Institutes</p>	<p>An institute normally is broader in scope than a centre and engages in interdisciplinary and multidisciplinary research into a major area of interest to one or multiple Faculties.</p> <p>Institutes are entities not normally founded solely to conduct a research project before disbanding.</p> <p>Normally, an institute shall engage in multiple initiatives simultaneously and engage the talents of several different experts.</p>
<p>Academic Centre or Institute</p>	<p>An academic centre or institute exists at the University of Alberta and is controlled by the University of Alberta. An academic centre or institute may exist solely within the University of Alberta or may be created through a partnership between the university and other entities. Such other entities may include other universities, governments, public authorities (such as health authorities), and non-profit organizations. If an external corporate entity is involved in the centre or institute, the</p>

	<p>process for managing conflict of interest and conflict of commitment must be reviewed. The University attaches the utmost value to academic freedom and scholarly integrity. Accordingly, academic centres and institutes shall not place any limits on these accepted principles of academic freedom and scholarly integrity.</p> <p>Centres or institutes are not subsidiary companies, spin-off companies, societies created through non-university policies, or groups or corporations that lease University of Alberta space to achieve their own ends.</p> <p>Additionally, if the academic centre or institute has a governing board, membership of the board is constituted such that the University of Alberta has control.</p>
Affiliated Centre or Institute	<p>An affiliated centre or institute is created through a contractual or other legal arrangement with one or more third parties such as a joint venture, a corporation, a society, a partnership or other affiliation type arrangement by which a centre or institute is created which is not under the control of the University.</p> <p>The centre or institute reports to a governing board that is external to the University of Alberta and for which the University does not have control. This definition would include centres and institutes located on or off the University's campuses, including national centres of excellence.</p> <p>In all cases, the required governance reviews and approvals must be obtained prior to contract execution.</p>
Research Project	<p>A research project exists to fulfill the obligations of the funding grant, and as such, has a beginning and end date. The Principal Investigators within the research project are University of Alberta researchers.</p>
Control	<p>Majority of voting shares and/or ability to appoint the majority of directors.</p>

RELATED LINKS

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[Academic Centres and Institutes](#) (University of Alberta)

[Naming Policy](#) (University of Alberta)

[Contract Review and Signing Authority Policy](#) (University of Alberta)

[Post-Secondary Learning Act](#) (Government of Alberta)

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Go to:	[Purpose]	[PROCEDURE]	[DEFINITIONS]	[FORMS]	[RELATED LINKS]
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

Academic Centres and Institutes Establishment Procedure

Office of Administrative Responsibility:	Provost and Vice-President (Academic)
Approver:	GFC Executive Committee
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

This procedure applies to all **academic centres and institutes**. It does not apply to **affiliated centres and institutes**, nor shall it apply to research consortia that are created to fulfill the mandate of a research grant.

Purpose

To outline the University's requirements for establishing academic centres and institutes.

PROCEDURE

1. PROPOSAL

The proposal to establish an academic centre or institute must define its vision and purpose, explain the need for the unit within the priorities of the Faculty and/or University, and demonstrate that the proposed Centre/Institute does not duplicate other efforts at the University. Centres and Institutes are expected to position the University of Alberta as a national and international leader, therefore, the proposal must demonstrate the established or emerging excellence of the group of faculty involved, and the qualifications of the proposed director, must be demonstrated, because Centres and Institutes are expected to position the University of Alberta as a national and international leader. The benefits and risks to the University must be presented, and support from partners within and outside the University must be documented.

4.—A University of Alberta Template for Proposals to Establish New Academic Centres and Institutes can be accessed from Forms (below). Proposals will be written using the template provided which will be and be submitted to the Office of the Provost and Vice-President (Academic) for assessment. Proposers are encouraged to consult the Office of the Provost and Vice-President (Academic) in advance of drafting a proposal. All proposals for the establishment of academic centres and institutes should normally contain the following:

- a) The name and detailed purpose of the unit and the name and signature of the Reporting Dean;
- b) A statement of the priority of the unit within the overall priorities of the Faculty and/or University, and a statement of the benefits the University of Alberta could expect to receive through the creation of the academic centre or institute;

A description of governance structure and reporting lines (including a diagram of organizational structure).

- ~~c) A statement of the role and qualifications of the **centre/institute lead** and/or the chief administrative officer, if applicable, of the proposed academic centre or institute;~~
- ~~d) A statement of the employment status of those working for the proposed academic centre or institute (i.e., are they University of Alberta employees?);~~
- ~~e) A detailed budget with projections over three to five years;~~
- ~~f) Physical space requirements;~~
- ~~g) Letters of support from relevant on- and off-campus sources, including from each of the Deans of all Faculties affiliated with and affected by the proposed academic centre or institute;~~
- ~~h) An exigency plan for termination of the academic centre or institute: if physical and/or financial resources will remain upon termination, a plan for consultation with donors or agencies associated with the centre or institute must be included in the termination plan.~~
- ~~i) A clear definition of the status of the academic centre or institute as a University unit or body or a University/partner unit or body;~~
- ~~j) If applicable, any agreements and/or memoranda of understanding between the University of Alberta and its partner(s) to establish, fund, and operate the academic centre or institute;~~
- ~~k) A provision for annual reporting to the Reporting Dean or Vice-President and a provision for an annual declaration to the Office of the Provost and Vice-President (Academic);~~
- ~~l) A provision for strategic and operational review, to occur no less frequently than every five years, and a clear statement of who shall perform such reviews;~~
- ~~m) A statement of potential risks inherent in the activities of the proposed academic centre or institute and what steps would be taken to address them;~~
- ~~n) A statement of provision for dealing with intellectual property;~~
- ~~o) An outline of the centre or institute's academic contributions to the University.~~

Questions to CIC:

2. ESTABLISHMENT

All proposals for establishment of academic centres and institutes shall be submitted initially to the Provost and Vice-President (Academic) for assessment. Proposals deemed to be in good order will be forwarded by the proposer(s) to the GFC Academic Planning Committee (APC) for final approval.

When the University of Alberta forms a partnership with another entity in creating an academic centre or institute, full approval processes must be followed with all partner entities prior to operation.

~~The use of the words "Centre" and "Institute" are reserved by GFC, therefore, initiatives shall not use these words in public documentation prior to Proposed academic centres and institutes shall not operate prior to receipt of notice of approval.~~

All academic centres and institutes operating but not approved by APC shall come into compliance immediately or ~~be considered for closure~~ cease to use the reserved titles of ~~titles~~ "Centre" or "Institute".

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

Academic Centre or Institute	<p>An academic centre or institute exists at the University of Alberta and is controlled by the University of Alberta . An academic centre or institute may exist solely within the University of Alberta or may be created through a partnership between the university and other entities. Such other entities may include other universities, governments, public authorities (such as health authorities), and non-profit organizations. If an external corporate entity is involved in the centre or institute, the process for managing conflict of interest and conflict of commitment must be reviewed. The University attaches the utmost value to academic freedom and scholarly integrity. Accordingly, academic centres and institutes shall not place any limits on these accepted principles of academic freedom and scholarly integrity.</p> <p>Centres or Institutes are not subsidiary companies, spin-off companies, societies created through non-university policies, or groups or corporations that lease University of Alberta space to achieve their own ends.</p> <p>Additionally, if the academic centre or institute has a governing board, membership of the board is constituted such that the University of Alberta has control.</p>
Affiliated Centre or Institute	<p>An affiliated centre or institute is created through a contractual or other legal arrangement with one or more third parties such as a joint venture, a corporation, a society, a partnership or other affiliation type arrangement by which a centre or institute is created which is not under the control of the University.</p> <p>The centre or institute reports to a governing board that is external to the University of Alberta and for which the University does not have control. This definition would include centres and institutes located on or off the University's campuses, including national centres of excellence.</p> <p>In all cases, the required governance reviews and approvals must be obtained prior to contract execution.</p>
Reporting Dean	<p>The Dean of the Faculty to which a centre or institute reports. In the case where multiple Deans are associated with a centre or institute, one Dean will be deemed to be the reporting Dean.</p>
Centre/Institute Lead	<p>The individual responsible for overall reporting for a centre or institute.</p>
Control	<p>Majority of voting shares and/or ability to appoint the majority of directors.</p>

FORMS

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[UAPPOL Contract Review and Signing Authority Policy](#)

[Post-Secondary Learning Act \(Government of Alberta\)](#)

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FINAL Item No. 5
OUTLINE OF ISSUE

Agenda Title: **Proposed ‘Housekeeping’ Changes to the Code of Student Behaviour (Section 30.6) and the Practicum Intervention Policy (Section 87.9)**

Motion: 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.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Iva Spence, University Governance
Presenters	Steven Penney, Chair, GFC Campus Law Review Committee (CLRC); Iva Spence, University Governance
Subject	Proposed ‘Housekeeping’ Revisions to the Code of Student Behaviour and Practicum Intervention Policy

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	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.
The Impact of the Proposal is	General housekeeping.
Replaces/Revises (eg, policies, resolutions)	Will revise the current Code of Student Behaviour and the current Practicum Intervention Policy.
Timeline/Implementation Date	December 17, 2012.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	<p>The GFC Executive Committee can approve editorial changes to Section 30.6 of the Code of Student Behaviour and to Section 87.9 of the Practicum Intervention Policy.</p> <p>At the January 29, 2009 meeting of the GFC Campus Law Review Committee (CLRC), the Appeals Coordinator suggested “the creation of a working group to formally review potential changes to the Code of Student Behaviour and the Academic Appeals Policy (including changes to the Practicum Intervention Policy and the Code of Applicant Behaviour). A need was identified by the Appeals Coordinator to establish a working group consisting of affected stakeholders who would make recommendations concerning policy matters and action matters. The overarching purpose of the Working Group would be to: (1) review the Code of Student Behaviour and determine if changes outlined are necessary; if so determined, and to draft policy changes for consideration.</p> <p>This item was discussed by the Appeals Regulations Group (ARG) on November 8, 2012.</p>

Alignment/Compliance

Alignment with Guiding	<i>Dare to Discover</i> – Value 3: “Integrity, fairness, and principles of ethical
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Documents	conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth.”
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): The <i>Post-Secondary Learning Act (PSLA)</i> gives GFC responsibility as well, subject to the authority of the Board of Governors, over student affairs (Section 31), including authority concerning student discipline.</p> <p>2. GFC Campus Law Review Committee (CLRC) Terms of Reference–Section 1 (Authority): “GFC has thus established a Campus Law Review Committee (GFC CLRC) [...]”</p> <p>3. GFC Campus Law Review Committee (CLRC) Terms of Reference–Section 3(a) (Mandate of the Committee–Code of Student Behavior) and 3(c) (Mandate of the Committee–Practicum Intervention Policy):</p> <p>A. Code of Student Behavior “1. To review, from time to time, the Code of Student Behavior and student discipline procedures. 2. On delegated authority from GFC, to approve all editorial amendments to the Code of Student Behaviour except editorial amendments to Section 30.6. 3. Amendments to the Code of Student Behaviour deemed substantive by CLRC are forwarded to the GFC Executive Committee, which will decide whether or not it can act on behalf of GFC. (See <i>Amendment of the Code</i>, Section 30.7 of the GFC Policy Manual (Code of Student Behaviour).)” [...]</p> <p>C. Practicum Intervention Policy 1. To review, from time to time, the Practicum Intervention Policy. 2. On delegated authority from GFC, to approve all editorial amendments to the Practicum Intervention Policy as noted in Section 87.14.”</p> <p>4. Code of Student Behaviour, <u>Amendment of the Code</u>–Section 30.7:</p> <p>“30.7.1 Legislative Authority General Faculties Council (GFC) and the Board of Governors may amend the Code in exercise of the authority vested in them by Section 31 of the <i>Post-Secondary Learning Act</i>. (CLRC 25 SEP 2003) (CLRC 29 OCT 2004 e-mail vote)</p> <p>30.7.2 Editorial Amendments 30.7.2(1) The Campus Law Review Committee (CLRC) decides which amendments are editorial. (CLRC 29 OCT 2004 e-mail vote) 30.7.2(2) On delegated authority from GFC, all editorial amendments will be approved by the Campus Law Review Committee (CLRC) except editorial amendments to Section 30.6. (CLRC 29 OCT 2004 e-mail vote) 30.7.2(3) All amendments to Section 30.6 will be forwarded to the GFC Executive Committee for approval. (CLRC 29 OCT 2004 e-mail</p>

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	<p>vote)</p> <p>30.7.3 Substantive Amendments</p> <p>30.7.3(1) Amendments to the Code deemed substantive by CLRC are forwarded to the GFC Executive Committee, which will decide whether or not it can act on behalf of GFC.(CLRC 29 OCT 2004 e-mail vote)</p> <p>30.7.3(2) Only substantive changes to Section 30.6 proceed to the [Board Learning and Discovery Committee], which will decide whether or not it can act on behalf of the Board of Governors. (BEAC 11 JUNE 2004)</p> <p>30.7.3(3) The Secretary to GFC must notify Students' Union and the Graduate Students' Association of all substantive changes to the Code (including Section 30.6) 15 Working Days before those changes are considered by GFC. The Students' Union and the Graduate Students' Association will be invited to contact their members so that the Students can access the changes on the World Wide Web via University Governance's home page."</p> <p>5. Practicum Intervention Policy, Amendment of the Practicum Intervention Policy (Section 87.14): "[...]</p> <p>b. Editorial Amendments</p> <p>i) The GFC Campus Law Review Committee (CLRC) decides which amendments are editorial. (EXEC 02 MAY 2005)</p> <p>ii) On delegated authority from General Faculties Council, all editorial amendments will be approved by the GFC Campus Law Review Committee (CLRC) except editorial amendments to Section 87.5 through 87.10. (EXEC 02 MAY 2005)</p> <p>iii) All amendments to Section 87.5 to 87.10 will be forwarded to the GFC Executive Committee for approval.</p> <p>c. Substantive Amendments</p> <p>i) Amendments to the Practicum Intervention Policy deemed substantive by the GFC CLRC are forwarded to the GFC Executive Committee, which will decide whether or not it can act on behalf of General Faculties Council. (EXEC 02 MAY 2005)</p> <p>ii) Only substantive changes to Section 87.5 through 87.10 proceed to the Board Learning and Discovery Committee, which will decide whether or not it can act on behalf of the Board of Governors."</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Meeting with Members of the Appeal Regulation Group – November 8, 2012. Current members include: Janice Causgrove Dunn, Faculty of Physical Education and Recreation; Dustin Chelen, Students' Union; Brent Epperson, Graduate Students' Association; Marc Johnson, Student OmbudService; Jayson MacLean, Student OmbudService; Michael Peterson, University Governance; Ada Schmude, Office of the Registrar; Natalie Sharpe, Student OmbudService; Iva Spence, University Governance.
Approval Route (Governance) (including meeting dates)	GFC Campus Law Review Committee (November 22, 2012) – for recommendation; GFC Executive Committee (December 3, 2012) – for final approval
Final Approver	GFC Executive Committee

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Attachments:

1. Attachment 1 (pages 1 – 2): Proposed Changes to the Code of Student Behaviour (Comparative Table Format)
2. Attachment 2 (page 1): Proposed Changes to the Practicum Intervention Policy (Comparative Table Format)

Prepared by: Iva Spence, University Governance, iva.spence@ualberta.ca

<p><i>Strikethrough text indicates that either information is being deleted or changed.</i></p>	<p><i>Underlined text indicates information is either being added or changed.</i></p>	<p>Reason for Change</p>	<p>Corresponding Number on the Chart of Changes</p>
<p>30.6.1 Initiation of an Appeal</p> <p>30.6.1(1) When a Student has been found to have committed an offence under the Code of Student Behaviour or an Applicant is found to have committed an offence under the Code of Applicant Behaviour (Section 11.8 of the GFC Policy Manual), whether or not that Student or Applicant has been given a sanction, the Student or Applicant may appeal that decision, except in the case of a decision of the Discipline Officer under 30.5.6(2)e.ii, which remains final and is not subject to appeal. In cases where a severe sanction has been recommended to the Discipline Officer, once the student receives the final decision of the Discipline Officer, the student can appeal the decisions of both Dean and the Discipline Officer at the same time. The written appeal must be presented to the Appeals Coordinator in the University Governance within 15 Working Days of the deemed receipt of the decision by the Student or Applicant. The finding that an offence has been committed, the sanction imposed or both may form the basis of appeal. The written appeal must also state the full grounds of appeal and be signed by the Appellant. The appeal shall be heard by the UAB.</p> <p>[...]</p>	<p>30.6.1 Initiation of an Appeal</p> <p>30.6.1(1) When a Student has been found to have committed an offence under the Code of Student Behaviour or an Applicant is found to have committed an offence under the Code of Applicant Behaviour, whether or not that Student or Applicant has been given a sanction, the Student or Applicant may appeal that decision, except in the case of a decision of the Discipline Officer under 30.5.6(2)e.ii, which remains final and is not subject to appeal. In cases where a severe sanction has been recommended to the Discipline Officer, once the student receives the final decision of the Discipline Officer, the student can appeal the decisions of both Dean and the Discipline Officer at the same time. The written appeal must be presented to the Appeals Coordinator in the University Governance within 15 Working Days of the deemed receipt of the decision by the Student or Applicant. The finding that an offence has been committed, the sanction imposed or both may form the basis of appeal. The written appeal must also state the full grounds of appeal and be signed by the Appellant. The appeal shall be heard by the UAB.</p> <p>[...]</p>	<p>Revised to remove reference to the GFC Policy Manual.</p>	<p>13.</p>
<p>30.6.2 Terms of Reference and Powers</p> <p>[...]</p> <p>30.6.2(4) Where an appeal involves a charge of research and scholarship misconduct, the special requirements for communication and documentation imposed by 2-96.2 of the GFC Policy Manual shall constitute part of the procedures outlined below.</p>	<p>30.6.2 Terms of Reference and Powers</p> <p>[...]</p> <p>30.6.2(4) Where an appeal involves a charge of research and scholarship misconduct, the special requirements for communication and documentation imposed by the <u>University of Alberta Research and Scholarship Integrity Policy in UAPPOL</u> constitute part of the procedures</p>	<p>Revised to remove reference to the GFC Policy Manual and instead to reflect the appropriate reference document.</p>	<p>14.</p>

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[...]	outlined below. [...]		
<p>30.6.5 Procedures at the UAB Hearing</p> <p>[...]</p> <p>30.6.5(8) Either party may be accompanied and represented by <u>an</u> Advisor.</p>	<p>30.6.5 Procedures at the UAB Hearing</p> <p>[...]</p> <p>30.6.5(8) Either party may be accompanied and represented by <u>one</u> Advisor.</p>	Revised to clarify that only one advisor is allowed for each party.	15.

<p><i>Strikethrough text indicates that either information is being deleted or changed.</i></p>	<p><i>Underlined text indicates information is either being added or changed.</i></p>	<p>Reason for Change</p>	<p>Corresponding Number on the Chart of Changes</p>
<p>87.9 Procedures at the GFC PRB Hearing</p> <p>The Chair shall normally submit the written decision of the GFC PRB to the Appeals Coordinator within ten (10) Working Days of the decision being reached. The Appeals Coordinator shall then send a copy of the decision to the Appellant/ Respondent, the Panel, the panel of AAC/UAB Chairs, and the AAC delegate on the Academic Standards Committee.</p>	<p>87.9 Procedures at the GFC PRB Hearing</p> <p>The Chair shall normally submit the written decision of the GFC PRB to the Appeals Coordinator within ten (10) Working Days of the decision being reached. The Appeals Coordinator shall then send a copy of the decision to the Appellant/Respondent <u>and his/her respective advisor, members of the GFC PRB Panel, the Office of General Counsel, and the panel of GFC AAC/UAB Chairs.</u></p>	<p>The Appellant and Respondent's respective advisors and the Office of General Counsel should be copied on the decisions of the GFC PRB. The language is mirrored from the Code of Student Behaviour.</p> <p>There is no need to specify the AAC delegate on the Academic Standards Committee since this individual will be a member from the panel of AAC/UAB Chairs and they are already copied.</p>	<p>23.</p>

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OUTLINE OF ISSUE

Agenda Title: **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)**

Motion: 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 immediately.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Provost and Vice-President (Academic)
Presenters	Bill Connor, Vice-Provost (Academic Programs and Instruction), Office of the Provost and Vice-President (Academic); Gerry Kendal, Vice-Provost and University Registrar
Subject	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

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	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 GFC 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).
The Impact of the Proposal is	That GFC APC would have sole responsibility (in most cases) for reviewing the diploma programs offered by Centre collégial de l'Alberta, thereby streamlining the process whereby these diploma programs would be considered and approved. This is comparable in impact and stature to the GFC-delegated authority afforded the GFC Academic Standards Committee (ASC) to consider and approve all credit and non-credit certificate offerings which, in a credential ladder, reside below diploma program offerings. To be clear, it should be noted the programs to be approved are not degree programs but, instead, diploma programs that do not appear in the University Calendar.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	With the final approval by the Board of Governors on June 17, 2011 of the Centre collégial de l'Alberta's Business Administration Diploma, the first diploma to be offered by the Centre, stakeholders now have the benefit of an established framework for further diploma programs to be offered by this unit; the proposed revisions to GFC APC's Terms of Reference are intended to reflect this precedent. The proposers also consider this an <u>urgent</u> matter and will provide detail on this in their presentation of this proposal to the GFC Executive Committee.

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p><i>Dare to Discover</i> and <i>Dare to Deliver</i></p> <p><i>Dare to Discover</i> Cornerstone 4 - Transformative Organization and Support: Promote administrative effectiveness and good governance by improving communication among units, enhancing collaboration, implementing transformative ideas, and revising organizational structures.</p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>1. University of Alberta Board of Governors Mandate and Roles Document states: “[...] In a dynamic and integrated learning and research environment, the University of Alberta offers graduate and undergraduate students the opportunity to earn internationally respected credentials, including bachelors, masters and doctoral degrees, and university certificates and diplomas. It also offers French language programs leading to university degrees, certificates and diplomas as well as college certificates and diplomas. A number of its programs are unique within Alberta. Post-doctoral fellows come to the University to refine their teaching, mentoring and research skills. [...]”</p> <p>2. General Faculties Council Terms of Reference (Section 3./Mandate of the Committee):</p> <p>“Powers Retained by General Faculties Council All powers and responsibilities under Section 26 of the <i>PSLA</i> not expressly delegated now or in the future shall be retained by General Faculties Council. (GFC 02 DEC 1966)</p> <p>The issues which remain with GFC or which would be referred by a Standing Committee to GFC would generally be in the nature of the following: [...]</p> <ul style="list-style-type: none"> alterations to the mandate, terms of reference, composition, or structure of a Standing Committee[.]” <p>3. GFC Executive Committee Terms of Reference (Section 3./Mandate of the Committee):</p> <p>“5. Agendas of General Faculties Council GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]</p> <p>With respect to recommendations from other bodies and other GFC committees, [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.”</p> <p>4. GFC Executive Committee Terms of Reference (Mandate): “To act</p>

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	<p>as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (Section 3) [...]</p> <p>1. Urgent Matters The power to deal with any matters that cannot be deferred is delegated to the Executive Committee which shall determine which matters are to be considered urgent. (GFC 09 AUG 1966) (Section 3.1)</p> <p>2. Routine Matters Matters which are routine in carrying out policies approved by General Faculties Council are delegated to the Executive Committee. (Section 3.2) [...]"</p> <p>5. GFC Academic Planning Committee (APC) Terms of Reference: GFC APC's current Terms of Reference are available for review online through the University Governance's website at: http://www.governance.ualberta.ca/GeneralFacultiesCouncil/AcademicPlanningCommittee.aspx</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Various planning meetings during the Fall, 2011 and Winter, 2012, including representatives from Campus Saint-Jean, the Office of the Registrar, University Governance, and the Office of the Provost and Vice-President (Academic); GFC Academic Planning Committee (November 14, 2012) – for discussion
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (December 3, 2012) – for final approval (under GFC-delegated authority, treated as an urgent matter)
Final Approver	GFC Executive Committee

Attachments (each to be numbered 1 - <>):

Attachment 1 (page 1): Comparative Table Outlining Proposed Changes to the GFC Academic Planning Committee's (APC's) Terms of Reference

Prepared by: Bobbi Schiestel, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic), bobbi.schiestel@ualberta.ca, with assistance from the University Governance

Current	Proposed
<p>GFC Academic Planning Committee Terms of Reference</p> <p>[...] No changes.</p> <p>3. Mandate of the Committee</p> <p>[...] No changes until...</p> <p>New Subsection 14.</p>	<p>GFC Academic Planning Committee Terms of Reference</p> <p>[...] No changes.</p> <p>3. Mandate of the Committee</p> <p>[...] No changes until...</p> <p><u>14. Diploma Programs Offered by Centre collégial de l'Alberta de l'University of Alberta</u></p> <p><u>GFC delegates to APC the sole authority to consider and approve proposals from Centre collégial de l'Alberta de l'University of Alberta for the establishment of or termination of diploma programs (including all admission/transfer, academic standing/graduation, and related matters) to be offered by this unit. Where a new funding model is proposed for a new or existing diploma program, however, APC will forward the proposal (with recommendation) on to the appropriate standing committee of the Board of Governors.</u></p>
<p>14. Other (Subsection renumbered.)</p> <p>[...] No additional changes.</p>	<p><u>15. Other</u></p> <p>[...] No additional changes.</p>