

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, April 06, 2020 meeting:

---

Agenda Title: **Academic Governance Emergency Protocols**

-Recommendations from the Covid-19 Public Health Response Team (PHRT) on Academic Impacts

**CARRIED MOTIONS:**

THAT General Faculties Council Executive, acting with delegated authority from General Faculties Council approve the following changes to the University of Alberta admissions process regarding the academic records, subject to the following constraints:

1. In the event that an applicant to an undergraduate or graduate program at the university (domestic or international) is unable to provide final documentation due to school closures or exam cancellations that result from the COVID-19 pandemic, the University of Alberta may accept the grades and existing interim documents presented at the time of their initial offer as meeting the requirements to clear individual admission conditions. This provision applies to applicants to the Spring/Summer 2020 and Fall/Winter 2020/2021 semesters.

2. For students applying to undergraduate or graduate programs, grades issued by the University of Alberta for courses taken in Winter 2020 will not be included in the calculation of admission GPAs.

Grades of CR from Winter 2020 will contribute to the credit requirements for admission and will be accepted as satisfying program prerequisites.

Grades of NC from Winter 2020 will not contribute to credit requirements for admission. Courses for which students have received a grade of NC will not satisfy program prerequisites

3. For external post-secondary students applying to undergraduate and graduate programs at the University of Alberta, grades for courses taken in Winter 2020 will not be included in the calculation of admission GPAs.

Passing grades from Winter 2020 will contribute to the credit requirements for individual admissions, provided the grades meet the threshold required for transfer credit as outlined in the University Calendar, and will be accepted as satisfying program prerequisites.

Non-passing grades from Winter 2020 will not contribute to the credit requirements for individual admissions and will not be accepted as satisfying program prerequisites.

4. The Duolingo English Test will be made available to all applicants to undergraduate and graduate programs as an additional option to demonstrate English Language Proficiency for Spring/Summer 2020 and Fall/Winter 2020/2021 semesters.

THAT General Faculties Council Executive, acting with delegated authority from General Faculties Council delegate to the President and Vice-Chancellor the authority to adjust admission offer acceptance and document deadlines for the Fall 2020 admissions cycle in order to facilitate necessary changes resulting from the COVID-19 pandemic.

THAT General Faculties Council Executive, acting with delegated authority from General Faculties Council delegate to the President and Vice-Chancellor the authority to adjust admissions-related deadlines for the Spring, Summer and Fall 2020 and Winter 2021 admissions cycles, in consultation with the Deans (departments), to facilitate necessary changes resulting from the COVID-19 pandemic.

---

FINAL Item 4

---

Agenda Title: **University of Alberta Charter of Student Rights and Responsibilities**

CARRIED MOTION:

THAT General Faculties Council Executive Committee recommends that General Faculties Council endorse the implementation of the University of Alberta Charter on Student Rights and Responsibilities, as amended and as set forth in attachment 1.

FINAL Item 5

---

Agenda Title: **Update and Request for Extension - GFC Executive's ad hoc Committee on Program Approval Processes**

CARRIED MOTION:

THAT the GFC Executive Committee approve an extension for final recommendations of the ad hoc Committee on Program Approval Processes to be submitted to the General Faculties Council by May 25, 2020.

FINAL Item 6

---

[Click here to enter text.](#)

u:\GO05 General Faculties Council - Committees\EXE\19-20\AP-06\Action\Motion And Final Document Summary\_EXE-20-AP06.Docx

---

**Governance Executive Summary**  
**Action Item**

<b>Agenda Title</b>	Emergency Academic Governance Protocols – Recommendations from University of Alberta’s COVID-19 Public Health Response Team (PHRT) Sub-committee on Academic Impacts
---------------------	--

**Motions**

THAT General Faculties Council Executive, acting with delegated authority from General Faculties Council approve the following changes to the University of Alberta admissions process regarding the academic records, subject to the following constraints:

1. In the event that an applicant to an undergraduate or graduate program at the university (domestic or international) is unable to provide final documentation due to school closures or exam cancellations that result from the COVID-19 pandemic, the University of Alberta may accept the grades and existing interim documents presented at the time of their initial offer as meeting the requirements to clear individual admission conditions. This provision applies to applicants to the Spring/Summer 2020 and Fall/Winter 2020/2021 semesters.

2. For students applying to undergraduate or graduate programs, grades issued by the University of Alberta for courses taken in Winter 2020 will not be included in the calculation of admission GPAs.

Grades of CR from Winter 2020 will contribute to the credit requirements for admission and will be accepted as satisfying program prerequisites.

Grades of NC from Winter 2020 will not contribute to credit requirements for admission. Courses for which students have received a grade of NC will not satisfy program prerequisites

3. For external post-secondary students applying to undergraduate and graduate programs at the University of Alberta, grades for courses taken in Winter 2020 will not be included in the calculation of admission GPAs.

Passing grades from Winter 2020 will contribute to the credit requirements for individual admissions, provided the grades meet the threshold required for transfer credit as outlined in the *University Calendar*, and will be accepted as satisfying program prerequisites.

Non-passing grades from Winter 2020 will not contribute to the credit requirements for individual admissions and will not be accepted as satisfying program prerequisites.

4. The Duolingo English Test will be made available to all applicants to undergraduate and graduate programs as an additional option to demonstrate English Language Proficiency for Spring/Summer 2020 and Fall/Winter 2020/2021 semesters.

THAT General Faculties Council Executive, acting with delegated authority from General Faculties Council delegate to the President and Vice-Chancellor the authority to adjust admission offer acceptance and document deadlines for the Fall 2020 admissions cycle in order to facilitate necessary changes resulting from the COVID-19 pandemic.

THAT General Faculties Council Executive, acting with delegated authority from General Faculties Council delegate to the President and Vice-Chancellor the authority to adjust admissions-related deadlines for the Spring, Summer and Fall 2020 and Winter 2021 admissions cycles, in consultation with the Deans (departments), to facilitate necessary changes resulting from the COVID-19 pandemic.

Item No. 4

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	President Dave Turpin
Presenter(s)	Melissa Padfield in her capacity as Chair of the University of Alberta's COVID-19 Public Health Response Team (PHRT) Sub-committee on Academic Impacts

**Details**

Office of Administrative Responsibility	University Governance
The Purpose of the Proposal is <i>(please be specific)</i>	<p>The proposal is before the committee, in response to the Covid-19 pandemic, decisive action is required from General Faculties Council Executive Committee to provide the academy with the authority to provide clarity for applicants, enrolment management, and effective administration for the current undergraduate and graduate admissions cycles. These measures are designed to support meeting our undergraduate and graduate enrolment goals while mitigating the impact of educational disruptions in Winter 2020.</p> <p>GFC Executive is being asked to act on behalf of GFC because the action is required to be taken before the next regularly scheduled meeting of GFC and communicated. The University of Alberta is already actively processing admissions for the upcoming Spring/Summer 2020 and Fall/Winter 2020/2021 semesters. Faculties and Departments are waiting for direction.</p>
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p><b>Key Considerations</b></p> <ol style="list-style-type: none"> <li>In order to sustain a credible admissions process and account for the academic records consistently and equitably, it is critical that a transparent plan is developed and communicated as soon as possible.</li> </ol> <p><b>Recommendation</b></p> <p>In view of the global pandemic, its effect on all students, faculty, and all the members of our community who support program delivery, and after extensive deliberation, it is recommended that General Faculties Council Executive acting with delegated authority from General Faculties Council approve the following actions to support the temporary admissions practice changes for the admissions process.</p> <p><b>Background/Rationale:</b></p> <ul style="list-style-type: none"> <li>Given the heightened sense of anxiety and uncertainty presented by COVID-19 for Canadian and international applicants, the University should adopt a proactive, decisive and flexible approach to the current enrolment cycle. This includes determining how we will consider grades for courses completed during COVID-19 disruption of secondary and post-secondary school operations.</li> </ul>

Item No. 4

	<ul style="list-style-type: none"> <li>Given the change to the grading scheme for Winter 2020, explaining our planned institutional approach to the use of CR/NC grades from the University of Alberta for Winter 2020 will provide clarity for <i>internal</i> applicants.</li> <li>Given the changes to grading schemes across the globe for Winter 2020, explaining our planned institutional approach to the use of Winter 2020 grades from all institutions for Winter 2020 will provide clarity for <i>external</i> applicants.</li> <li>Similarly, communicating flexibility around admissions-related deadlines and document requirements will reassure applicants that reasonable accommodations will be made for applicants whose learning environments have been disrupted.</li> <li>Applicants are looking for clarity in a rapidly changing and uncertain environment. The proposed actions are designed to provide students with a sense of reassurance that these disruptions, which are outside of their control, will not negatively impact their application and enrolment at the U of A.</li> <li>In making these decisions and transparently communicating them to applicants, the university is embracing our fundamental commitment to achieve an equitable environment for all who apply to learn within our community. This proposal aims to ensure that the academic changes and disruptions in global education systems that have accompanied the COVID-19 pandemic do not disadvantage applicants to our undergraduate and graduate programs.</li> </ul>
Supplementary Notes and context	<p>- The Post-Secondary Learning Act (PSLA) clearly outlines the authority of the Board of Governors (Board) and GFC. The Board in hiring the President has delegated the President the authority to act in extraordinary and/or emergency circumstances. This delegation of authority occurs through the President’s job description.</p> <p>The excerpt is as follows:</p> <ul style="list-style-type: none"> <li>➤ <i>Exercises, under delegated authority from the Board of Governors, the authority to act in extraordinary and/or emergency circumstances.</i></li> </ul>

**Engagement and Routing** (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p>	<p><b><u>Those who are actively participating:</u></b></p> <ul style="list-style-type: none"> <li>University of Alberta’s COVID-19 Public Health Response Team (PHRT) Sub-committee on Academic Impacts</li> <li>President and Vice-Chancellor</li> <li>Provost and Vice-President (Academic)</li> </ul>
<p>&lt;For information on the protocol see the <u>Governance</u></p>	<p><b><u>Those who have been consulted:</u></b></p> <ul style="list-style-type: none"> <li>Statutory Deans’ Council – April 1, 2020</li> <li>Advisory Committee on Enrolment Management – April 1, 2020</li> </ul>

Item No. 4

Resources section <u>Student Participation Protocol</u> >	<ul style="list-style-type: none"> <li>Graduate Enrolment and Finance Advisory Committee (GEFAC) – April 1, 2020</li> </ul>
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> <li></li> </ul>
Approval Route (Governance) (including meeting dates)	General Faculties Council Executive – Monday, April 6, 2020

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	For the Public Good – Objective 21 – Strategy i.) Encourage transparency and improve communication across the university through clear consultation and decision-making processes, substantive and timely communication of information, and access to shared, reliable institutional data.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input checked="" type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input checked="" type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input checked="" type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input checked="" type="checkbox"/> Research Enterprise <input checked="" type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<p>Legal Authority</p> <ul style="list-style-type: none"> <li>Pursuant to section 26(1) of the Post-Secondary Learning Act (PSLA) - subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university.</li> <li>Pursuant to section 26(3) a general faculties council may delegate any of its powers duties or functions under [the PSLA]...as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty of function, including the power of sub - delegation.</li> <li>In accordance with section 4.1 of the GFC Executive Committee Terms of reference GFC EXEC has delegated authority to act on behalf of General Faculties Council on matters that must be decided before the next regularly scheduled GFC meeting and where it is not feasible to call a special meeting of GFC.</li> </ul>	

Attachments

- Attachment 1 Briefing Note from University of Alberta’s COVID-19 Public Health Response Team (PHRT) Sub-committee on Academic Impacts (April 1 –Proposed Temporary Admissions Practice Changes (including proposed Communications Plan).

Prepared by: Melissa Padfield, Brooke Milne, Marion Haggarty-France and Yimmie Sonuga,

## **Briefing Note for General Faculties Council Executive**

**April 1, 2020 (updated – April 6)**

*Prepared by: PHRT Sub-Committee on Academic Impacts*

### **Proposed Temporary Admissions Practice Changes**

The following actions are being proposed to support clarity for applicants, enrolment management, and effective administration for the current undergraduate and graduate admissions cycles. These measures are designed to support meeting our undergraduate and graduate enrolment goals while mitigating the impact of educational disruptions in Winter 2020.

#### Actively Engaged:

PHRT Subcommittee on Academic Impacts  
President and Vice-Chancellor  
Provost and Vice-President (Academic)

#### Consulted:

Deans' Council  
Advisory Committee on Enrolment Management  
Graduate Enrolment and Finance Advisory Committee (GEFAC)

### **Proposed Actions**

The PHRT Subcommittee on Academic Impacts proposes the following six actions, which, if approved by the university, will clarify our admissions response to students whose academic records will be impacted by institutional responses to COVID-19.

1. In the event that an applicant to an undergraduate or graduate program at the university (domestic or international) is unable to provide final documentation due to school closures or exam cancellations that result from the COVID-19 pandemic, the University of Alberta may accept the grades and existing interim documents presented at the time of their initial offer as meeting the requirements to clear individual admission conditions. This provision applies to applicants to the Spring/Summer 2020 and Fall/Winter 2020/2021 semesters.
2. For students applying to undergraduate, graduate programs, grades issued by the University of Alberta for courses taken in Winter 2020 will not be included in the calculation of admission GPAs.

Grades of CR from Winter 2020 will contribute to the credit requirements for admission and will be accepted as satisfying program prerequisites.

Grades of NC from Winter 2020 will not contribute to credit requirements for admission. Courses for which students have received a grade of NC will not satisfy program prerequisites

- 3 For external post-secondary students applying to undergraduate and graduate programs at the University of Alberta, grades for courses taken in Winter 2020 will not be included in the calculation of admission GPAs

Passing grades from Winter 2020 will contribute to the credit requirements for individual admissions, provided the grades meet the threshold required for transfer credit as outlined in the *University Calendar*, and will be accepted as satisfying program prerequisites.

Non-passing grades from Winter 2020 will not contribute to the credit requirements for individual admissions and will not be accepted as satisfying program prerequisites.

- 4 The Duolingo English Test will be made available to all applicants to undergraduate and graduate programs as an additional option to demonstrate English Language Proficiency for Spring/Summer 2020 and Fall/Winter 2021 admission.
- 5 With Authority delegated by the President, the Vice-Provost and University Registrar will adjust admission offer acceptance and document deadlines for the Fall 2020 admissions cycle in order to facilitate necessary changes resulting from the COVID-19 pandemic.
- 6 With Authority delegated by the President, the Vice-Provost and Dean of the Faculty of Graduate Studies and Research, will adjust admissions-related deadlines for the Spring, Summer and Fall 2020 and Winter 2021 admissions cycles, in consultation with departments, to facilitate necessary changes resulting from the COVID-19 pandemic.

#### **Background/Rationale:**

- Given the heightened sense of anxiety and uncertainty presented by COVID-19 for Canadian and international applicants, the University should adopt a proactive, decisive and flexible approach to the current enrolment cycle. This includes determining how we will consider grades for courses completed during COVID-19 disruption of secondary and post-secondary school operations.
- Given the change to the grading scheme for Winter 2020, explaining our planned institutional approach to the use of CR/NC grades from the University of Alberta for Winter 2020 will provide clarity for **internal** applicants.
- Given the changes to grading schemes across the globe for Winter 2020, explaining our planned institutional approach to the use of Winter 2020 grades from all institutions for Winter 2020 will provide clarity for **external** applicants.
  - *Work continues with respect to the professional programs and the Winter 2020 grades in the calculations of admissions averages.*
- Similarly, communicating flexibility around admissions-related deadlines and document requirements will reassure applicants that reasonable accommodations will be made for applicants whose learning environments have been disrupted.
- Applicants are looking for clarity in a rapidly changing and uncertain environment. The proposed actions are designed to provide students with a sense of reassurance that



these disruptions, which are outside of their control, will not negatively impact their application and enrolment at the U of A.

- In making these decisions and transparently communicating them to applicants, the university is embracing our fundamental commitment to achieve an equitable environment for all who apply to learn within our community. This proposal aims to ensure that the academic changes and disruptions in global education systems that have accompanied the COVID-19 pandemic do not disadvantage applicants to our undergraduate and graduate programs.

## **Proposed Communications Plan**

### **April 6, 2020 Communications**

- FYI Email to University of Alberta Students (~2:15 p.m./upon approval)
- Update to COVID-19 FAQ for Students (~2:15 p.m./upon approval)
- FYI Email to Everyone at the UofA (~2:15 p.m./upon approval)
- Targeted Email to Advisory Committee on Enrolment Management (~2:30 p.m./upon approval/sent from RO)

### **RO Web Updates**

- Targets High School and Post-Secondary Applicants (after 4:15 p.m).

### **Beginning April 8**

- Targeted Email to Applicant Groups (Direct Email sent through the Application System)

FINAL Item No. 5

**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>University of Alberta Charter on Student Rights and Responsibilities</b>
---------------------	---

**Motion**

THAT General Faculties Council Executive Committee recommends that General Faculties Council endorse the implementation of the University of Alberta Charter on Student Rights and Responsibilities, as amended, and as set forth in attachment 1.

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Akanksha Bhatnagar, President, University of Alberta Student Union (UASU)
Presenter(s)	Akanksha Bhatnagar, President, UASU (Lead Presenter) André Costopoulos, Vice Provost and Dean of Students Michael Peterson, University Governance (Resource)

**Details**

Office of Administrative Responsibility	General Faculties Council (GFC)
The Purpose of the Proposal is <i>(please be specific)</i>	Following extensive consultations with the University of Alberta Community, the Charter of Student Rights and Responsibilities is before the General Faculties Council Executive Committee to secure its recommendation for endorsement at GFC on April 20, 2020.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p><u>Key Considerations</u></p> <ul style="list-style-type: none"> <li>• Since this proposal last came to GFC on January 27 2020, the following substantive changes have been made: <ul style="list-style-type: none"> <li>○ Following consultation with the Vice Provost and Dean of Students, who in turn consulted with the Office of the General Counsel: <ul style="list-style-type: none"> <li>▪ The <i>Student Rights and Responsibilities Resource</i> has been renamed the University of Alberta Student Charter on Rights and Responsibilities (the Charter); and</li> <li>▪ The preamble has been updated to clarify the Charter’s purpose as a centralized resource for students (primarily) and the University Committee as a whole: <ul style="list-style-type: none"> <li>• <i>With links to</i> live policies and procedures imbedded, therein.</li> </ul> </li> </ul> </li> </ul> </li> <li>• The Charter will appear on the UAlberta and UASU websites alongside links to resources (e.g. the Office of the Student Ombuds).</li> </ul> <p><u>Background</u></p> <ul style="list-style-type: none"> <li>• Surveys done at the University of Alberta Students’ Union indicate that there is a widespread lack of awareness of key policies that outline student rights and responsibilities.</li> </ul>

Item No. 5

	<ul style="list-style-type: none"> <li>• Several Canadian universities (e.g. McGill, McMaster, Bishop's, and Trent) publish Charters of Student Rights or comparable resources. These resources consolidate student rights and responsibilities for ease of access and greater awareness, creating a culture of improved clarity and accountability.</li> <li>• The UASU, in collaboration with University stakeholders, prepared a comparable document as a guide to the authoritative policies where students can learn their rights and responsibilities for a variety of contexts.</li> </ul> <p><u>Next Steps</u></p> <ul style="list-style-type: none"> <li>• Endorsement at GFC on April 20, 2020.</li> </ul>
Supplementary Notes and context	<p><i>Applicable sections of the Post-Secondary Learning Act (PSLA):</i></p> <p>s. 26(1) – “subject to the authority of the board, a general faculties council is responsible for the academic affairs....”</p> <p>s. 93 (3) – “the students association...shall provide for the administration of student affairs at the public post-secondary institution, including ... the promotion of the general welfare of the students” (PSLA s. 95 (4) -“ the council of a student organization is the official channel of communication between the students of a public post-secondary institution... and the board”.</p>

**Engagement and Routing** (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p>&lt;For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a>&gt;</p>	<p><b><u>Those who are actively participating:</u></b></p> <ul style="list-style-type: none"> <li>• University of Alberta Students' Union (UASU)</li> <li>• University of Alberta Graduate Students' Association</li> <li>• University Governance</li> <li>• Office of the Vice Provost and Dean of Students</li> <li>• Office of the President</li> <li>• Office of the Provost</li> </ul>
	<p><b><u>Those who have been consulted:</u></b></p> <ul style="list-style-type: none"> <li>• University of Alberta Office of Safe Disclosure and Human Rights - March 23, 2020</li> <li>• University of Alberta Office of the Student Ombuds - February 10, 2020</li> <li>• GFC - January 27, 2020</li> <li>• Faculty of Graduate Studies and Research Council - January 22, 2020</li> <li>• University of Alberta Students' Council - January 21, 2020</li> <li>• GFC Academic Standards Committee - January 16, 2020</li> <li>• GFC Academic Planning Committee - December 11, 2019</li> <li>• GFC Executive Committee - December 9, 2019</li> <li>• GFC Committee on the Learning Environment - December 4, 2019</li> <li>• GFC Council on Student Affairs - November 29, 2019</li> <li>•</li> </ul>
	<p><b><u>Those who have been informed:</u></b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>

Item No. 5

Approval Route (Governance) (including meeting dates)	GFC Executive Committee – April 6, 2020 General Faculties Council – April 20, 2020
--	---

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	Objective 21	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input checked="" type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act</i>	

Attachments (each to be numbered 1 - <>)

1. The University of Alberta Charter on Student Rights and Responsibilities

*Prepared by:* Yimmie Sonuga, General Faculties Council (GFC) Secretary and Manager of GFC Services, yimmie.sonuga@ualberta.ca

## University of Alberta Charter of Student Rights and Responsibilities

*Last updated: April 6, 2020*

### **Preamble**

*This document serves as a guide to navigating student rights and responsibilities at the University of Alberta.*

A positive, engaged student experience often depends on students being fully informed about their rights and responsibilities. Clear expectations and standards can protect students and help them avoid mistakes, misunderstandings, and serious problems during their time at the University of Alberta.

This document aims to create clarity for undergraduate and graduate students about the authoritative resources that explain their rights and responsibilities. Within the scope of the University of Alberta's authority, diverse policies and procedures are the authoritative resources. As students' rights and responsibilities are spread throughout many policy documents, this document will serve as a *proactive* resource to help students avoid problems, and a *reactive* resource to help them navigate appeals and disciplinary processes in ways that produce the fairest possible results. In the event of a conflict or inconsistency between this guide and the University's policies and procedures, the University's policies and procedures prevail.

Students should also find valuable insights into University policy through the [Office of the Student Ombuds](#). In addition, faculty-specific standards and procedures can affect students' rights and responsibilities.

### **Procedural Fairness**

- Procedural fairness encompasses a broad envelope of standards and best practices, including but not limited to accessibility, clear notice of rights and options, presumption of innocence, protection against intimidation, the right to prepare a full defense, the right to know what is at stake or what potential consequences might be, and lack of bias on the part of the decision-maker. Principles of procedural fairness apply to many decision-making processes that students encounter.
- Many principles of procedural fairness are outlined in section 30.1.1 of the [Code of Student Behaviour](#). The University also affirms the right to procedural fairness in the [Sexual Violence Policy](#) and the [Ethical Conduct and Safe Disclosure Procedure](#).
- The [Office of the Student Ombuds](#) is a key resource on how procedural and substantive fairness applies to the rights and responsibilities in this document and promotes relational and equitable fairness in the application of University policy and procedure.

## **Academic Rights and Responsibilities**

- The right to appeal marks, grades, and decisions affecting academic standing is found in the [University Calendar Academic Regulations](#), under 'Academic Appeals' and 'Grievances Concerning Grades.'
- Rights involving the structure of courses and grading expectations can be found in the [University Calendar Academic Regulations](#) under 'Course Requirements, Evaluation Procedures and Grading.' The [Assessment and Grading Policy](#) and its procedures lay out binding principles for fair, consistent assessment and grading.
- Section 30.3.2 of the [Code of Student Behaviour](#) outlines standards around plagiarism and cheating.
- The [Discrimination, Harassment and Duty to Accommodate Policy](#) and the [Research Policy](#) extend the right to free expression and freedom of inquiry to all members of the University community, including students.
- The [Student Concerns and Complaints Policy](#) addresses the extent and limits of a student's right to privacy when submitting a complaint against a staff member or instructor.

## **Individual Rights and Responsibilities**

- The [Code of Student Behaviour](#) both protects students and outlines the University's binding behavioural standards.
- The [Discrimination, Harassment and Duty to Accommodate Policy](#) explains students' rights to a dignified, respectful learning and working environment; their options for reporting and recourse; and their right to accommodation based on protected grounds (e.g. race, religion, gender expression, disability, or political beliefs). It also provides thorough guidance on what constitutes discrimination or harassment.
- Students' rights of free speech and expression, in keeping with all applicable Canadian and provincial laws, including human rights laws, are explained in the [Principles on Free Expression](#).
- The [Posting Announcements, Notices and Banners Procedure](#) further affirms students' right of free expression: "Where a posting is lawful and compliant with University policies and procedures, content will not be a factor in determining approval of posting announcements, notices, and banners." Students who wish to post these materials are responsible for complying with the Procedure and associated guidelines.
- While not a legal right, the [Registrar's Office](#) affirms that students have the option to use their preferred name and change their gender designation.
- The [Alcohol Policy](#) and its procedures deal with safe alcohol consumption, event safety, and alcohol consumption at student group events. Students and groups are responsible

for safe consumption practices. The [Student Groups Procedure](#) details responsibility around prohibited or risky conduct in the context of student groups and events.

- All students involved in non-academic misconduct complaints, either as complainants or accused, have a right to due process. The University enshrines the right to due process in, among other places, the [Ethical Conduct and Safe Disclosure Procedure](#). This procedure also protects and guides students who need to report misconduct.
- The [Access to Information and Privacy Policy](#) and its procedures outline how the University will protect and use students' personal information, and how students can access information about themselves.
- The [Canvassing and Solicitation Policy](#), sections 30.3.4-5 of the [Code of Student Behaviour](#), and the [Student Groups Procedure](#) explain students' ability to campaign and approach others on campus. They also detail the rules that students can rely on when facing unwanted solicitation.

## **Rights Specific to Graduate Students**

### Academic Supervisory Rights for Students

- Graduate students have specific rights related to academic supervision and supervisory committees. These are outlined in the University Calendar under the [Graduate Policy and Regulations](#) and in the [Graduate Student Program Manual](#), sections 1 and 8.

### Intellectual Property Rights

- Graduate students' ownership of their work and intellectual property rights are discussed in multiple University policies, a list of which is available in the [Intellectual Property Guidelines](#) document. Section 10 of the [Graduate Student Program Manual](#) also discusses this topic.

### Rights when Academically Employed

- Students employed as Graduate Teaching Assistants or Graduate Research Assistants, or holders of Graduate Research Assistant Fellowships have rights as outlined in the [Graduate Student Assistantship Collective Agreement](#).
- Additional rights related to graduate student employment are outlined in provincial legislation, including the [Occupational Health and Safety Act](#) and the [Employment Standards Code](#).

FINAL Item No. 6

**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>Update and Request for Extension - GFC Executive's ad hoc Committee on Program Approval Processes</b>
---------------------	--

**Motion**

THAT the GFC Executive Committee approve an extension for final recommendations of the *ad hoc* Committee on Program Approval Processes to be submitted to the General Faculties Council by May 25, 2020.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	GFC Executive's ad hoc Committee on Program Approval Processes
Presenter(s)	Tammy Hopper, Vice-Provost (Programs)

**Details**

Office of Administrative Responsibility	General Faculties Council
The Purpose of the Proposal is ( <i>please be specific</i> )	The proposal is before the committee for an update on progress and to request an extension to May 25, 2020.
Executive Summary ( <i>outline the specific item – and remember your audience</i> )	<p><b><u>Background:</u></b></p> <p>The ad hoc committee was established by Exec on January 14, 2019 with the purpose:</p> <p style="padding-left: 40px;">To review current approval processes and propose revised pathways that will be transparent, straightforward and will incorporate the recommendations of the report of the ad hoc committee on Academic Governance including Delegated Authority, and other issues that have arisen since the report was endorsed by GFC.</p> <p>And with the direction that final recommendations would be submitted no later than April 30, 2020 (See attachment 1, committee terms of reference).</p> <p>The draft proposal which came forward in the fall of 2019, represented a significant departure from current practice but one that could potentially provide a cohesive, transparent, and streamlined approach to the process. In the proposed pathway, all components (except resources) of new and revised programs would come to a single committee for approval.</p> <p>Structurally, one new standing committee (the GFC Programs Committee) would be added to GFC, the Academic Standards Committee would be disbanded, and GFC Policy Manual Section 37 would be rescinded. Components of program approval would be removed from the terms of reference of APC and Executive. APC would continue to deal with proposals with institution wide implications to the</p>



Item No. 6

university's longer term academic, research, financial, and facilities development.

Operationally, proposals would receive early support by the Provost's and Registrar's offices during the development stages which would avoid some of the complications seen in the current system of approval which result in slowing the progress of approval, and/or put an additional workload burden on units. Approval would be streamlined as one committee would have delegated authority to approve the various components rather than the current multi-step process. Additionally, proposals which have impact beyond a single faculty would be identified early and appropriate consultation could occur in a timely fashion.

**Update:**

The proposed changes have undergone extensive consultation over the past year and the ad hoc committee has fine-tuned the proposal accordingly. Over the course of the consultation, five themes have become evident:

1. **Authority/Process Mapping** - The need for a clear map of processes to identify pathways for different types of approvals, and authority and go/no go points at every step in the process.
2. **Administration/Governance** - Confusion between the roles of administration and governance is a problem with the current system and the changes should provide a clear distinction to ensure that key administrative work is completed before a proposal enters governance.
3. **Workload/Streamlining** - Concerns with committee workload and cumbersome processes, and a desire for the development of streamlined processes to increase efficiency.
4. **Membership/Representation** - It is important to ensure that the right people are at the table for the designated purpose, and the appropriate lens is applied at every step of the process.
5. **Communication/Transparency** - Ensuring transparency of processes and building a system that allows for ease of communication between points.

Those consulted have been generally supportive of the proposed changes to program approval processes. There is agreement that it is important to strike the appropriate balance of administrative support and governance oversight within a transparent and efficient system. It is also important to note that the community recognizes that these changes are not final but will continue to be revised and improved upon as necessary.

An outline of authority and responsibility will provide the foundation for the new structure. Providing clear process maps of program approval processes under the proposed system are key to answering the community's need for transparency in the process.

Item No. 6

	<p><b><u>Timelines:</u></b></p> <p>Closing the loop on consultation and collecting final feedback is planned for ASC and APC in April 2020.</p> <p>Final recommendations will come forward to EXEC and GFC for approval in May 2020.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p>&lt;For information on the protocol see the Governance Resources section Student Participation Protocol&gt;</p>	<p><b><u>Those who have been consulted:</u></b></p> <ul style="list-style-type: none"> <li>• GFC Academic Standards Committee, Sept 19 and Oct 17, 2019, Jan 16, 2020</li> <li>• Advisory Committee of Associate Deans Undergraduate, Sept 26, 2019, Jan 23, 2020</li> <li>• GFC Academic Planning Committee, Sept 25, 2019, Nov 27, 2019, Jan 15, 2020</li> <li>• GFC Executive Committee, Oct 7, 2019, Jan 13, 2020</li> <li>• General Faculties Council, Oct 21, 2019, Jan 27, 2020</li> <li>• GFC Executive's Transition Committee, Jan 8, 2020</li> <li>• GFC Nominating Committee, Feb 12, 2020</li> <li>• Faculty of Graduate Studies and Research Council, Jan 22, 2020</li> <li>• FGSR Policy Review Committee, Oct 2, 2019</li> </ul>
Approval Route (Governance) (including meeting dates)	<p>GFC Executive's ad hoc Committee on Program Approval Processes, March 30, 2020</p> <p>GFC Executive Committee, April 6, 2020</p>

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	<p><b>Objective 21</b></p> <p>Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p>			
Alignment with Core Risk Area	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Enrolment Management  <input type="checkbox"/> Faculty and Staff  <input type="checkbox"/> Funding and Resource Management  <input type="checkbox"/> IT Services, Software and Hardware  <input type="checkbox"/> Leadership and Change  <input type="checkbox"/> Physical Infrastructure                 </td> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Relationship with Stakeholders  <input checked="" type="checkbox"/> Reputation  <input type="checkbox"/> Research Enterprise  <input type="checkbox"/> Safety  <input checked="" type="checkbox"/> Student Success                 </td> </tr> </table>		<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success			
Legislative Compliance and jurisdiction	<p>Post-Secondary Learning Act                  GFC Executive Committee                  General Faculties Council</p>			

Attachments

1. GFC Executive Committee ad hoc committee on Program Approval Processes Terms of Reference (page(s) 1 - 2)

## GFC Executive Committee *ad hoc* committee on Program Approval Processes

### Purpose:

To review current approval processes and propose revised pathways that will be transparent, straightforward and will incorporate the recommendations of the report of the *ad hoc* committee on Academic Governance including Delegated Authority, and other issues that have arisen since the report was endorsed by GFC.

### Suggested Composition:

Vice-Provost (Programs), as Chair  
One member of the GFC Academic Planning Committee  
One member of the GFC Academic Standards Committee  
One student member  
One representative from the Faculty of Graduate Studies and Research  
One representative from the Registrar's Office

Resource members: University Governance, others as required

The *ad hoc* committee may add to its membership as it deems necessary.

### Meetings:

The *ad hoc* committee will meet once or twice a month until completion.

Guests will be invited to attend as required. Other consultation activities will be determined by the *ad hoc* committee.

### Terms of Reference:

1. To consider the current program approval process, the recommendations of the *ad hoc* committee (see item 5 below), and input from GFC standing committees and other stakeholders related to:
  - Approval, modification, suspension and termination of programs
  - Consideration of alternate pathways for graduate programs
  - Consideration of pathways for Centre collégial de l'Alberta (CCA) programs
  - Approval, modification and termination of non-credit programs
  - GFC Policy Manual, Section 37: course and minor program changes (including service courses)
  - Other delegations related to programs and courses within GFC standing committee terms of reference (such as: approval of courses for new programs, course designators, course renumbering)
2. To develop pathways for program approval that are consistent with GFC Principles and principles of collegial governance

3. To recommend revisions to GFC standing committee terms of reference and GFC policy to reflect proposed pathways.
  
4. To identify further steps (ie administrative delegations, faculty councils, UAPPOL).
  
5. An implementation plan for the following 5 recommendations from the ad hoc Committee on Academic Governance including Delegated Authority will constitute part of the ad hoc committee's activities:
  - That, over the next year, the ASC Subcommittee on Standards be charged with reviewing and revising the policy on course and minor program changes (recommendation 16)
  - That the delegated authority to ratify new course designators and to approve re-numbering of courses move from the Executive Committee to the Academic Standards Committee (recommendation 17)
  - That the Academic Standards Committee review and approve courses associated with new program, subject to challenge through normal course circulation process (recommendation 19)
  - That the Academic Standards Committee be given delegated authority to approve the establishment, termination, and changes to college level diploma and certificate programs from the Centre collegial de l'Alberta; those requiring additional funding and/or space would be recommended to the Academic Planning Committee for approval (recommendation 20)
  - That further works and consultation occur with FGSR and Governance to develop a proposal for approval pathways that recognizes the unique nature of the Faculty (recommendation 43)

Timeline:

Final recommendations to be submitted no later than April 30, 2020

Established by GFC Executive Committee January 14, 2019