
The following Motions and Documents were considered by the GFC Executive Committee at its Monday, February 12, 2024 meeting:

Agenda Title: **Changes to the Faculty of Augustana Campus Faculty Council Composition and Quorum**

CARRIED MOTION:

THAT the GFC Executive Committee approve, under delegated authority from the General Faculties Council, proposed changes to the composition of the Faculty Council of the Faculty of Augustana, as set forth in Attachment 1 to take effect upon final approval.

Final Item: 4.

Agenda Title: **Deletion of GFC Policy Manual Section 109 - Student Records: Contents, Access, Use, and Protection**

CARRIED MOTION:

THAT GFC Executive Committee recommend to the General Faculties Council that it rescind Section 109 of the GFC Policy Manual.

Final Item: 5.

Agenda Title: **Deletion of GFC Policy Manual Section 56 - General Appeals Committee (GAC)**

CARRIED MOTION:

THAT GFC Executive Committee recommend that General Faculties Council rescind Section 56 of the GFC Policy Manual.

Final Item: 7.

Agenda Title: **Draft Agenda for the Next Meeting of General Faculties Council**

CARRIED MOTION:

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the February 26, 2024 meeting of General Faculties Council, as set forth in Attachment 1.

Final Item: 11.



FINAL ITEM NO. 4

Decision **Discussion** **Information**

ITEM OBJECTIVE: To approve proposed changes to the Augustana Faculty – Faculty Council Composition.

DATE	February 12, 2024
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	General Faculties Council

MOTION: THAT the GFC Executive Committee approve, under delegated authority from the General Faculties Council, proposed changes to the Composition of the Faculty Council of Augustana Faculty, as set forth in Attachment 3, to take effect upon final approval.

EXECUTIVE SUMMARY:

The [Post-Secondary Learning Act](#) stipulates that each faculty of the university must have a faculty council (S 28 (1)) and describes the required composition (S 28(2)). The PSLA also allows any representative of a professional association appointed pursuant to subsection (4) (S 28(2)(d)), and any other persons recommended by the faculty council and approved by the General Faculties Council to hold membership on faculty councils (S 28(2)(e)).

The proposed revisions to the Terms of Reference for Augustana Faculty Council focus on the composition of Augustana Faculty Council. University General Faculties Council recently reviewed its interpretation of the statutory membership of Faculty Councils, and determined that ‘all full-time members of the academic staff of the faculty’ includes all academic faculty in Category A, including ATS members. This interpretation results in ATS Career and all full-time ATS A2.1 members being considered Statutory members of Augustana Faculty Council, meaning those categories are no longer required under the additionally appointed membership. The proposal modifies the description of the remaining appointed ATS member to be inclusive for any part-time ATS members who would like to fill that position.

Two additional changes are proposed:

- Historically, the two elected Support Staff representatives on Augustana Faculty Council have served two-year terms, but this is not specified in the Terms of Reference; the proposed change clarifies this status.
- Since there is no longer a program offered on Augustana Campus by the Faculty of Nursing, it no longer seemed necessary to have a Faculty of Nursing representative appointed to Augustana Faculty Council.

Augustana Faculty Council also reviewed the Terms of Reference respecting Quorum and decided not to recommend any change.

GOVERNANCE OUTLINE



FINAL ITEM NO. 4

Supporting Materials:

Attachment 1: Excerpt from Augustana Governance Manual, Faculty Council Terms of Reference, Current as of October 2023

Attachment 2: Excerpt from Augustana Governance Manual, Faculty Council Terms of Reference, indicating detailed proposed revisions

Attachment 3: Excerpt from Augustana Governance Manual, Faculty Council Terms of Reference, Final Proposed Terms of Reference, Augustana Faculty Council November 3, 2023.

Approval Route:

Augustana Faculty Council: November 3, 2023

GFC Executive Committee: February 12, 2024 (for final approval)

Excerpt from Augustana Faculty Governance Manual
Section 1.2 Faculty Council
Current – October 2023

1.2. Faculty Council

Faculty Councils are established by Section 28(1) of the [Post-Secondary Learning Act](#).

Composition of a faculty council is outlined in Section 28(2), which reads:

“28(2): A faculty council, other than that of a faculty of graduate studies, shall consist of:

- a) The dean of the faculty, who is the chair,
- b) The president
- c) All full-time members of the academic staff of the faculty,
- d) Any representative of a professional association appointed pursuant to subsection (4), and
- e) Any other persons who are appointed to the faculty council by the general faculties council on the recommendation of the faculty council.”

General Faculties Council Executive Committee must approve the Composition and Quorum of all Faculty Councils at the University of Alberta. [GFC Executive November 19, 2018]

1.2.1. *Membership*

In addition to the composition specified in the Post-Secondary Learning Act, voting membership of Augustana’s Faculty Council shall also include:

- All staff in [Academic Administrators \(Excluded\) Category D1.1](#)
- All staff in [Management and Professional Staff \(Excluded\) Category D1.2](#)
- All academic staff in [All Academic Staff Category A1.0](#) whose primary appointment is the Augustana Campus
- All [Academic Teaching Staff](#) designated “Career” whose primary appointment is the Augustana Campus
- Vice-Provost and University Registrar, or designate
- One (1) representative, in [Academic Teaching Staff Category A2.1](#) of the Faculty (full-time temporary) elected by Academic Teaching Staff Category A2.1 appointed in the Faculty elected annually for a one (1) year term. See Voting. Should no nomination be received, this position will be filled by a second elected representative from [Academic Teaching Staff Category A2.2](#).
- One (1) representative, in [Academic Teaching Staff Category A2.2](#) of the Faculty (part-time temporary) elected by Academic Teaching Staff Category A2.2 appointed in the Faculty. See Voting. Should no nomination be received, this position will be filled by a second elected representative from [Academic Teaching Staff Category A2.1](#).
- Augustana Students’ Association President
- Additional student representatives, one (1) representing each academic department, as named by the Augustana Students’ Association
- Two (2) elected representatives from [Support Staff Category S1.0](#) whose primary appointment is on Augustana Campus. See Voting.
- Augustana Chaplain
- Team Lead (or similar), Technology and Learning Services

- One (1) representative appointed by, and representing, the Faculty of Nursing
- One (1) representative appointed by, and representing, the Faculty of Rehabilitation Medicine
- One (1) representative appointed by, and representing, the Faculty of Education

1.2.2. *Powers*

Sections 29(1) and 29(2) of the [Post-Secondary Learning Act](#) reads:

“29(1) A faculty council may

- a) Determine the programs of study for which the faculty is established,
- b) Appoint the examiners for examinations in the faculty, conduct the examinations and determine the results of them,
- c) Provide for the admission of students to the faculty,
- d) Determine the conditions under which a student must withdraw from or may continue the student’s program of studies in the faculty, and
- e) Authorize the granting of degrees,

Subject to any conditions or restrictions that are imposed by the general faculties council.

(2) A meeting of a faculty council must be held at any time on the summons of the dean of the faculty.”

1.2.3. *Meetings*

Quorum for faculty council meetings is 50% + 1 of the voting membership. Regular meetings are scheduled by the Chair. Meeting dates are published in the Augustana Campus Calendar. A call for agenda items is circulated by the Chair to all voting members at least fifteen (15) business days prior to a meeting and items are accepted until seven (7) business days prior to a meeting. The agenda is circulated by the Chair to voting members at least five (5) business days prior to a meeting. Meeting minutes will be made available in a timely fashion after each meeting.

The Chair of Faculty Council will appoint a “Secretary and Records-keeper” for a three (3) year term to assist in regular governance review, including: compliance with provincial legislation, General Faculties Council policies and procedures, and ensuring internal consistency.

Excerpt from Augustana Faculty Governance Manual
Section 1.2 Faculty Council
Detailed Proposed Revisions

1.2. Faculty Council

Faculty Councils are established by Section 28(1) of the [Post-Secondary Learning Act](#). Composition of a faculty council is outlined in Section 28(2), which reads:

“28(2): A faculty council, other than that of a faculty of graduate studies, shall consist of:

- a) The dean of the faculty, who is the chair;
- b) The president
- c) All full-time members of the academic staff of the faculty,
- d) Any representative of a professional association appointed pursuant to subsection (4), and
- e) Any other persons who are appointed to the faculty council by the general faculties council on the recommendation of the faculty council.”

General Faculties Council Executive Committee must approve the Composition and Quorum of all Faculty Councils at the University of Alberta. [GFC Executive November 19, 2018]

Faculty Councils are established by Section 28(1) of the [Post-Secondary Learning Act](#).

Statutory Members [S.28(2)]:

- a) Dean of the faculty/school (Chair)
- b) President
- c) All full-time members of the academic staff of the faculty/school in Category A.
- d) A representative of a professional regulatory or accreditation body, nominated by that body (as applicable)”

1.2.1. Appointed Membership

In addition to the composition specified in the [Post-Secondary Learning Act](#), voting membership of Augustana’s Faculty Council shall also include the following appointed members:

- All staff in [Academic Administrators \(Excluded\) Category D1.1](#)
- All staff in [Management and Professional Staff \(Excluded\) Category D1.2](#)
- All academic staff in [All Academic Staff Category A1.0](#) whose primary appointment is the Augustana Campus
- All [Academic Teaching Staff](#) designated “Career” whose primary appointment is the Augustana Campus
- Vice-Provost and University Registrar, or designate
- One (1) representative, in [Academic Teaching Staff Category A2.1](#) of the Faculty (full-time temporary) elected by Academic Teaching Staff Category A2.1 appointed in the Faculty elected annually for a one (1) year term. See Voting. Should no nomination be received, this position will be filled by a second elected representative from [Academic Teaching Staff Category A2.2](#).
- One (1) representative, in [Academic Teaching Staff Category A2.2 A2.0](#) of the Faculty (part-

time ~~temporary~~) elected by Academic Teaching Staff Category ~~A2.2~~ A2.0 appointed in the Faculty. See Voting. ~~Should no nomination be received, this position will be filled by a second elected representative from Academic Teaching Staff Category A2.1.~~

- Augustana Students' Association President
- Additional student representatives, one (1) representing each academic department, as named by the Augustana Students' Association
- Two (2) elected representatives from [Support Staff Category S1.0](#) whose primary appointment is on Augustana Campus, for a two (2) year term. See Voting.
- Augustana Chaplain
- Team Lead (or similar), Technology and Learning Services
- ~~— One (1) representative appointed by, and representing, the Faculty of Nursing~~
- One (1) representative appointed by, and representing, the Faculty of Rehabilitation Medicine
- One (1) representative appointed by, and representing, the Faculty of Education

1.2.2. *Powers*

Sections 29(1) and 29(2) of the [Post-Secondary Learning Act](#) reads:

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- d) Determine the conditions under which a student must withdraw from or may continue the student's program of studies in the faculty, and
- e) Authorize the granting of degrees,

Subject to any conditions or restrictions that are imposed by the general faculties council.

(2) A meeting of a faculty council must be held at any time on the summons of the dean of the faculty."

1.2.3. *Meetings*

Quorum for faculty council meetings is 50% + 1 of the voting membership. Regular meetings are scheduled by the Chair. Meeting dates are published in the Augustana Campus Calendar. A call for agenda items is circulated by the Chair to all voting members at least fifteen (15) business days prior to a meeting and items are accepted until seven (7) business days prior to a meeting. The agenda is circulated by the Chair to voting members at least five (5) business days prior to a meeting. Meeting minutes will be made available in a timely fashion after each meeting.

The Chair of Faculty Council will appoint a "Secretary and Records-keeper" for a three (3) year term to assist in regular governance review, including: compliance with provincial legislation, General Faculties Council policies and procedures, and ensuring internal consistency.

Excerpt from Augustana Faculty Governance Manual
Section 1.2 Faculty Council
Revisions Approved Augustana Faculty Council November 3, 2023

1.2. Faculty Council

Faculty Councils are established by Section 28(1) of the Post-Secondary Learning Act.

Statutory Members [S.28(2)]:

- a) Dean of the faculty/school (Chair)
- b) President
- c) All full-time members of the academic staff of the faculty/school in Category A.
- d) A representative of a professional regulatory or accreditation body, nominated by that body (as applicable)”

1.2.1. *Appointed Membership*

In addition to the composition specified in the Post-Secondary Learning Act, voting membership of Augustana’s Faculty Council shall also include the following appointed members:

- All staff in [Academic Administrators \(Excluded\) Category D1.1](#)
- All staff in [Management and Professional Staff \(Excluded\) Category D1.2](#)
- All academic staff in [All Academic Staff Category A1.0](#) whose primary appointment is the Augustana Campus
- Vice-Provost and University Registrar, or designate
- One (1) representative, in [Academic Teaching Staff Category A2.0](#) of the Faculty (part-time) elected by Academic Teaching Staff Category A2.0 appointed in the Faculty. See Voting.
- Augustana Students’ Association President
- Additional student representatives, one (1) representing each academic department, as named by the Augustana Students’ Association
- Two (2) elected representatives from [Support Staff Category S1.0](#) whose primary appointment is on Augustana Campus, for a two (2) year term. See Voting.
- Augustana Chaplain
- Team Lead (or similar), Technology and Learning Services
- One (1) representative appointed by, and representing, the Faculty of Rehabilitation Medicine
- One (1) representative appointed by, and representing, the Faculty of Education

1.2.2. *Powers*

Sections 29(1) and 29(2) of the [Post-Secondary Learning Act](#) reads:

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- a) Determine the programs of study for which the faculty is established,
- b) Appoint the examiners for examinations in the faculty, conduct the examinations and determine the results of them,
- c) Provide for the admission of students to the faculty,

- d) Determine the conditions under which a student must withdraw from or may continue the student's program of studies in the faculty, and
 - e) Authorize the granting of degrees,
- Subject to any conditions or restrictions that are imposed by the general faculties council.
- (2) A meeting of a faculty council must be held at any time on the summons of the dean of the faculty."

1.2.3. *Meetings*

Quorum for faculty council meetings is 50% + 1 of the voting membership. Regular meetings are scheduled by the Chair. Meeting dates are published in the Augustana Campus Calendar. A call for agenda items is circulated by the Chair to all voting members at least fifteen (15) business days prior to a meeting and items are accepted until seven (7) business days prior to a meeting. The agenda is circulated by the Chair to voting members at least five (5) business days prior to a meeting. Meeting minutes will be made available in a timely fashion after each meeting.

The Chair of Faculty Council will appoint a "Secretary and Records-keeper" for a three (3) year term to assist in regular governance review, including: compliance with provincial legislation, General Faculties Council policies and procedures, and ensuring internal consistency.

FINAL ITEM NO. 5**Decision** **Discussion** **Information** **ITEM OBJECTIVE:** To approve the rescission of GFC Policy Manual Section 109.

DATE	February 12, 2024
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	General Faculties Council

MOTION: THAT GFC Executive Committee recommend to the General Faculties Council that it rescind Section 109 of the GFC Policy Manual.

EXECUTIVE SUMMARY:

Since 2008, University Governance has been working to complete the rescission of the General Faculties Council Policy Manual ("**GFC Policy Manual**").

Section 109 of the GFC Policy Manual was drafted to provide regulatory guidance with respect to:

1. the collection of information forming part of a student record;
2. the use and confidentiality of student records (and the information contained therein);
3. the retention of student records; and
4. the security afforded to student records.

Regulatory guidance with respect to the collection, use and disclosure of the personal information of students, the retention practices for such information, and the protection afforded to the same is now subsumed within the [University Regulations](#) published in the [University Calendar](#).

Attachment 1 to this Governance Outline tracks each of the subsections of Section 109 of the GFC Policy Manual and identifies where the substantive content of each such subsection can now be found in the *University Calendar*.

In the interests of clarity, and to resolve any confusion with respect to the current governing institutional regulations relating to student personal information, it is necessary to rescind Section 109 of the GFC Policy Manual.

Supporting Materials:

[Attachment 1 - Two-column GFC Policy Manual Section 109](#)

SCHEDULE A:

GOVERNANCE OUTLINE



FINAL ITEM NO. 5

Engagement and Routing

Consultation and Stakeholder Participation / Approval Route (parties who have seen the proposal and in what capacity) <[Governance Resources Section Student Participation Protocol](#)>

Those who are actively participating:

- Office of the Registrar
- GFC Executive Committee

Those who have been informed:

- Office of the Provost and Vice-President (Academic)

Approval Route:

- GFC Executive Committee - February 12, 2024 (for recommendation)
- General Faculties Council - February 26, 2024 (for approval)

Supplementary Notes / Context:

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109. Student Records: Contents, Access, Use, and Protection

Note from the University Secretariat: The Post-Secondary Learning Act gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)) and "general supervision of student affairs" (section 31). GFC has thus enacted a policy concerning Student Records, as set out below. This policy is compliant with the Province's Freedom of Information and Protection of Privacy Act (FOIPPA).

The complete wording of the section(s) of the Post-Secondary Learning Act, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.

NOTE FROM THE UNIVERSITY SECRETARIAT: GFC Regulations concerning student records are contained in the Calendar with the exception of the following regulations. In accordance with a motion passed by the GFC Executive Committee on November 9, 1992, the academic regulations contained in the Calendar may not be changed without GFC approval.

GFC Policy Manual	Other University References
<p>109.1 Collection of Personal Information</p> <p>Information that forms part of the student record is collected under the authority of the Post-Secondary Learning Act of the Province of Alberta and in accordance with Section 32(c) of the Alberta Freedom of Information and Protection of Privacy Act, (FOIPP Act). It is used to determine eligibility for admission and financial assistance, to advise students about academic programs and to provide university services. (GFC NOV 29 1999)</p> <p>The student record is disclosed to academic and administrative units. Specific information is disclosed to the federal and provincial governments to meet reporting requirements and to the Students' Union/Graduate Students' Association in accordance with FOIPP Information Sharing Agreements. (GFC NOV 29 1999)</p>	<p>Calendar - Collection of Personal Information https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search</p>

GFC Policy Manual	Other University References
<p>109.2 Use and Confidentiality of Student Files</p> <p>109.2.10 Objections to Release of Information</p> <p>Students who object to the release of information regarding their records in accordance with the policy stated above should notify the Registrar in writing, giving the specific objection. Appropriate action will be taken by the Registrar who will so advise students. (GFC 28 JUN 1971)</p>	<p>Calendar - Objections to Release Information https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search</p>
<p>109.2.11 Statutory Declaration Form</p> <p>A revised statutory declaration form for access to the student information system was considered and approved by the Executive Committee on April 27, 1998. The revised form is reproduced in Appendix 1 of this section. (EXEC 24 AUG 1987)</p>	<p>Not referenced in Calendar. Informed Consent for Disclosure of Personal Information is available through Information and Privacy Office https://www.ualberta.ca/information-and-privacy-office/forms.html</p>
<p>109.2.1 Student Access</p> <p>Students' access to their own information is governed by the FOIPP Act. (GFC NOV 29 1999)</p>	<p>Calendar - Access to Student Information https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search</p>
<p>109.2.2 Student Records</p> <p>1. Official transcripts are issued by the Office of the Registrar and Student Awards only upon the request of the</p>	<p>Calendar - Academic History (Transcript) Records #3 https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search</p>

GFC Policy Manual	Other University References
<p>student. They are issued to the student personally or to whomever the student designates. An official transcript bears the signature of the Registrar and the official seal of the University. (EXEC 3 NOV 1997)</p> <p>An unofficial transcript or copy of the student's academic record does not bear the Registrar's signature, nor is it printed on security paper. (GFC 29 NOV 1999)</p> <p>2. Unofficial copies of the student's academic record are issued in the form of:</p> <p>a. Statements of results issued to students at the end of the Fall/Winter and Spring/Summer terms. (EXEC 3 NOV 1997) (GFC 29 NOV 1999)</p> <p>b. Unofficial transcripts issued to students with their advance registration materials and at Convocation. ((EXEC 3 NOV 1997)</p> <p>c. Unofficial transcripts issued to Faculties, Departments or advisors as appropriate for consideration for admission, academic standing and promotion and for the academic advisement of students. (EXEC 3 NOV 1997)</p> <p>d. Unofficial copies may be issued at the student's request to other offices or individuals in the University. (EXEC 3</p>	<p>d=12216&hl=%22transcript%22&returnto=search#student-records</p> <p>#8 of above website for information on unofficial transcripts</p> <p>Calendar refers students to Bear Tracks for unofficial transcript. No specific wording re "advance registration</p>

GFC Policy Manual	Other University References
<p>NOV 1997)</p> <p>3. Unofficial copies of the student's academic record may be issued to the following at their request:</p> <p>a. Student Counselling Services when a student has been referred for counselling by an authorized officer of the University; (EXEC 3 NOV 1997)</p> <p>b. Student Awards Office, where an award made through a University scholarship committee is involved, on the understanding that information regarding the student's academic record will not be furnished to the scholarship donor without the student's consent. (EXEC 3 NOV 1997)</p> <p>NOTE FROM THE UNIVERSITY SECRETARIAT:</p> <p>Guidelines on student files and confidentiality are available from the University of Alberta Information and Privacy Office.</p>	<p>materials and at Convocation". Information available on unofficial transcripts will be based on what's available at the time</p> <p>Calendar does not specifically state students can request unofficial transcripts for Counselling Services.</p>
<p>109.2.3 Letters of Reference</p> <p>The contents of letters of reference collected implicitly or explicitly in confidence with the consent of the student, for</p>	<p>Calendar - Letters of Reference and Assessments of Students</p> <p>1. Letters of Reference</p>

GFC Policy Manual	Other University References
<p>the purposes of determining admission to a program or the granting of an award, may be revealed to the student in accordance with the Alberta Freedom of Information and Protection of Privacy Act. (GFC 29 NOV 1999)</p> <p>Letters of reference will be used only for the express purpose(s) for which they have been supplied. (GFC 29 NOV 1999)</p> <p>Letters of reference will be retained for at least one year. (GFC 29 NOV 1999)</p> <p>The Provincial Commissioner of Information and Privacy has ordered that, in most cases, letters of reference in support of admission to the University must be released to the applicant.(EXEC 07 MAY 2001)</p> <p>NOTE FROM THE UNIVERSITY SECRETARIAT:</p> <p>Guidelines on student files and confidentiality are available from the University of Alberta Information and Privacy Office.</p>	<p>https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search</p> <p>Information and Privacy Office (IPO) - Access to Letters of Reference https://www.ualberta.ca/information-and-privacy-office/access-to-letters-of-reference.html</p> <p>NOTE: Calendar does not include information on releasing letters according to the Provincial Commissioner of Information and Privacy</p> <p>Access to Letters of Reference on the Information and Privacy Office website outlines Guidelines on Access to Letters of Reference for Admission to a Program of Study</p>

GFC Policy Manual	Other University References
<p>109.2.4 General Assessment of a Student's Ability and Character</p> <p>Assessment information contained in a student's record may only be divulged by an administrative officer of the University to third parties (such as institutions, agencies or prospective employers) with the student's consent. (EXEC 3 NOV 1997) (GFC 29 NOV 1999)</p> <p>When asked by such institutions, agencies or prospective employers to express an opinion concerning a student's academic ability, character and personality, a faculty member may do so only with the consent of the student, in which case, a record of the opinion so expressed will be retained for a minimum of one year by the faculty member. (EXEC 3 NOV 1997) (GFC 29 NOV 1999)</p>	<p>Calendar - Letters of Reference and Assessments of Students</p> <p>2. Assessments of Students</p> <p>https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search</p>
<p>109.2.5 Reports from University Health Centre or Student Counselling Services</p> <p>1. Where students have gone on their own initiative as patients to the University Health Centre, or as clients to Student Counselling Services, the contents of the students' files are private, in accordance with professional ethics or codes of behavior and protected by the FOIPP Act. (GFC</p>	<p>Calendar - Letters of Reference and Assessments of Students</p> <p>3. Reports from University Health Centre and Student Counselling Services</p> <p>https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search</p>

GFC Policy Manual	Other University References
<p>29 NOV 1971) (EXEC 3 NOV 1997) (GFC 29 NOV 1999)</p> <p>2. Where a student has been referred by an authorized officer of the University to the University Health Centre or to Student Counselling Services, the consultant's opinion will be reported to the authorized officer if the student gives written permission to do so. Such written permission shall be granted when the student signs a release form, the nature of which will be determined by the Service in question. It is recognized that the nature and content of any report provided by the consultant will be determined by the ethics and codes of behavior of the consultant's profession and will be protected by the FOIPP Act. (GFC 29 NOV 1971) (EXEC 3 NOV 1997) (GFC 29 NOV 1999)</p> <p>3. When a student has authorized a consultant to release a report to an officer of the University under this section the student may have access to the report as guided by the FOIPP Act. (GFC 29 NOV 1971) (EXEC 3 NOV 1997) (GFC 29 NOV 1999)</p>	
<p>109.2.6 Records of Disciplinary Action NOTE FROM THE UNIVERSITY SECRETARIAT: Please see Section 30.2.15 of the Code of Student Behavior. (EXEC 12</p>	<p>Calendar - Records of Disciplinary Action https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search</p>

GFC Policy Manual	Other University References
MAR 2001)	UAPPOL - Student Conduct Policy NOTE: Calendar refers to “Code of Student Behaviour” and provides link to “University Governance website”. Governance website does not have reference/link to student behaviour document
109.2.7 Colleges in Alberta The GFC Executive Committee delegated authority to the Registrar to release grade point averages for University of Alberta students who have attended colleges within the Alberta post-secondary system. This delegation is premised on the understanding that the information released to the student's former college would be used for statistical purposes only, in compliance with the Alberta Freedom of Information and Protection of Privacy Act and following the completion of an appropriate Information Sharing Agreement. (EXEC 3 NOV 1997) (GFC 29 NOV 1999)	NOTE: Calendar does not refer to this practice. It is not something that is normally done in the course of an academic cycle. Specific requests for such information would need to go through the Information and Privacy Office. No reference to Information Sharing Agreement in UAPPOL.
109.2.8 Public Information Concerning Students The following information is defined as the student's public record: name; faculty of registration; dates of	Calendar - Access to Student Information 3. Access by Others https://calendar.ualberta.ca/content.php?catoid=39&navoi

GFC Policy Manual	Other University References
<p>registration or convocation; and degree, diploma or certificate awarded. This information may be issued to third parties (such as other educational institutions, appropriate government agencies, or prospective employers) on a need to know basis. (GFC 29 NOV 1999)</p>	<p>d=12216&hl=%22student+record%22&returnto=search</p>
<p>109.2.9 Use of Student Records for Research Access to and Use of Student Records and Information for Research by Associations, Organizations and Individuals (including access by other students)</p> <p>The Policy on Student Records: Contents, Access, Use and Protection of the GFC Policy Manual was approved by the Board of Governors on January 26, 2007 for inclusion in the University of Alberta Policies and Procedures On-Line (UAPPOL).</p> <p>Information Access & Protection of Privacy Policy</p>	<p>Calendar - Use of Student Records for Research https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search</p> <p>UAPPOL Parent Policy: Access to Information and Protection of Privacy Policy Procedure (referred to in Calendar): Access to Personal Information for Research/Studies Procedure</p>
<p>109.3 Retention of Student Records</p>	<p>Calendar - Academic History (Transcript) Records https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search</p>

GFC Policy Manual	Other University References
<p>A. Academic History (Transcript) Records</p> <p>Note: Student academic history records, up to and including Winter Session 1982, will be stored by the Office of the Registrar and Student Awards on microfilm. Later records are maintained on the student information system. (GFC 29 NOV 1999)</p> <ol style="list-style-type: none"> 1. Only the students' official academic history (transcript) will be kept indefinitely. Source information in the student file will be retained for seven years after last registration and then destroyed. (EXEC 3 NOV 1997) (GFC 29 NOV 1999) 2. Students are responsible for ensuring the accuracy and completeness of their official record at the end of each period that they attend by verifying their Statement of Results and the copy of their transcript provided during registration and at convocation. Students should be aware that only the official academic history (transcript) is retained permanently and that source information from the student file is destroyed seven years after the last registration. Queries regarding errors or omissions on the official academic history must be made as soon as possible, and will not be considered after the source information has been destroyed. The University Archives 	<p>d=12216&hl=%22student+record%22&returnto=search</p>

GFC Policy Manual	Other University References
<p>will be provided the opportunity to selectively retain a sample of student records files before destruction. (GFC 29 NOV 1999)</p> <p>3. The Office of the Registrar and Student Awards will enclose a copy of the academic history record (unofficial transcript) with the parchment given to each graduating student, along with a letter asking the student to verify the record and report any problems immediately. (EXEC 3 NOV 1997) (GFC 29 NOV 1999)</p> <p>B. Other Student Records</p> <p>Each Faculty, Department and Unit will develop its own policy for retention and disposal of students' records in its custody or control in accordance with its own operating practice and the provisions of the Management of University Documents manual. These policies must recognize the necessity to maintain personal information regarding students for at least one year from the time it is used in a decision-making process concerning that student. (GFC 29 NOV 1999)</p>	<p>UAPPOL Records Management Policy How to destroy official University records (Records Disposition Guideline)</p>

GFC Policy Manual	Other University References
	NOTE: neither of these documents speak directly to each faculty, department and unit developing its own policy. That could be due to everyone now falling under the general Records Management Policy.
<p>109.4 Security of Student Records</p> <p>The Faculty, Department and Unit must protect students' personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction. (EXEC 13 SEPT 1999) (GFC 29 NOV 1999)</p> <p>Appendix 1 - Statutory Declaration and Confidentiality Agreement for Access to Student Information System</p>	<p>UAPPOL Access to Information and Protection of Privacy Policy Does not specify "student records" directly but does state that the University will "[p]rotect personal information by making reasonable security arrangements against such risks as unauthorized access, use, disclosure or destruction"</p> <p>IPO Informed Consent for Disclosure of Personal Information This site also provides a link to the Informed Consent for Disclosure of Personal Information Form</p>

109. Student Records: Contents, Access, Use, and Protection

Note from the University Secretariat: The Post-Secondary Learning Act gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)) and "general supervision of student affairs" (section 31). GFC has thus enacted a policy concerning Student Records, as set out below. This policy is compliant with the Province's Freedom of Information and Protection of Privacy Act (FOIPP).

The complete wording of the section(s) of the Post-Secondary Learning Act, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.

NOTE FROM THE UNIVERSITY SECRETARIAT: GFC Regulations concerning student records are contained in the Calendar with the exception of the following regulations. In accordance with a motion passed by the GFC Executive Committee on November 9, 1992, the academic regulations contained in the Calendar may not be changed without GFC approval.

109.1 Collection of Personal Information

Information that forms part of the student record is collected under the authority of the Post-Secondary Learning Act of the Province of Alberta and in accordance with Section 32(c) of the Alberta Freedom of Information and Protection of Privacy Act, (FOIPP Act). It is used to determine eligibility for admission and financial assistance, to advise students about academic programs and to provide university services. (GFC NOV 29 1999)

The student record is disclosed to academic and administrative units. Specific information is disclosed to the federal and provincial governments to meet reporting requirements and to the Students' Union/Graduate Students' Association in accordance with FOIPP Information Sharing Agreements. (GFC NOV 29 1999)

Calendar - Collection of Personal Information

<https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search>

109.2 Use and Confidentiality of Student Files

109.2.10 Objections to Release of Information

Calendar - Objections to Release Information

<https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search>

<p>Students who object to the release of information regarding their records in accordance with the policy stated above should notify the Registrar in writing, giving the specific objection. Appropriate action will be taken by the Registrar who will so advise students. (GFC 28 JUN 1971)</p>	
<p>109.2.11 Statutory Declaration Form A revised statutory declaration form for access to the student information system was considered and approved by the Executive Committee on April 27, 1998. The revised form is reproduced in Appendix 1 of this section. (EXEC 24 AUG 1987)</p>	<p>Not referenced in Calendar. Informed Consent for Disclosure of Personal Information is available through Information and Privacy Office https://www.ualberta.ca/information-and-privacy-office/forms.html</p>
<p>109.2.1 Student Access Students' access to their own information is governed by the FOIPP Act. (GFC NOV 29 1999)</p>	<p>Calendar - Access to Student Information https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search</p>
<p>109.2.2 Student Records 1. Official transcripts are issued by the Office of the</p>	<p>Calendar - Academic History (Transcript) Records #3 https://calendar.ualberta.ca/content.php?catoid=39&navoid=122</p>

Registrar and Student Awards only upon the request of the student. They are issued to the student personally or to whomever the student designates. An official transcript bears the signature of the Registrar and the official seal of the University. (EXEC 3 NOV 1997)

An unofficial transcript or copy of the student's academic record does not bear the Registrar's signature, nor is it printed on security paper. (GFC 29 NOV 1999)

2. Unofficial copies of the student's academic record are issued in the form of:

a. Statements of results issued to students at the end of the Fall/Winter and Spring/Summer terms. (EXEC 3 NOV 1997) (GFC 29 NOV 1999)

b. Unofficial transcripts issued to students with their advance registration materials and at Convocation. ((EXEC 3 NOV 1997)

c. Unofficial transcripts issued to Faculties, Departments or advisors as appropriate for consideration for admission, academic standing and promotion and for the academic advisement of students. (EXEC 3 NOV 1997)

[16&hl=%22transcript%22&returnto=search#student-records](#)

#8 of above website for information on unofficial transcripts

Calendar refers students to Bear Tracks for unofficial transcript. No specific wording re "advance registration materials and at Convocation". Information available on unofficial transcripts will be based on what's available at the time

d. Unofficial copies may be issued at the student's request to other offices or individuals in the University. (EXEC 3 NOV 1997)

3. Unofficial copies of the student's academic record may be issued to the following at their request:

a. Student Counselling Services when a student has been referred for counselling by an authorized officer of the University; (EXEC 3 NOV 1997)

b. Student Awards Office, where an award made through a University scholarship committee is involved, on the understanding that information regarding the student's academic record will not be furnished to the scholarship donor without the student's consent. (EXEC 3 NOV 1997)

NOTE FROM THE UNIVERSITY SECRETARIAT:

Guidelines on student files and confidentiality are available from the University of Alberta Information and Privacy Office.

Calendar does not specifically state students can request unofficial transcripts for Counselling Services.

109.2.3 Letters of Reference

The contents of letters of reference collected

Calendar - Letters of Reference and Assessments of Students
1. Letters of Reference

implicitly or explicitly in confidence with the consent of the student, for the purposes of determining admission to a program or the granting of an award, may be revealed to the student in accordance with the Alberta Freedom of Information and Protection of Privacy Act. (GFC 29 NOV 1999)

Letters of reference will be used only for the express purpose(s) for which they have been supplied. (GFC 29 NOV 1999)

Letters of reference will be retained for at least one year. (GFC 29 NOV 1999)

The Provincial Commissioner of Information and Privacy has ordered that, in most cases, letters of reference in support of admission to the University must be released to the applicant. (EXEC 07 MAY 2001)

NOTE FROM THE UNIVERSITY SECRETARIAT:

Guidelines on student files and confidentiality are available from the University of Alberta Information and Privacy Office.

<https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search>

Information and Privacy Office (IPO) - Access to Letters of Reference

<https://www.ualberta.ca/information-and-privacy-office/access-to-letters-of-reference.html>

NOTE: Calendar does not include information on releasing letters according to the Provincial Commissioner of Information and Privacy

Access to Letters of Reference on the Information and Privacy Office website outlines [Guidelines on Access to Letters of Reference for Admission to a Program of Study](#)

109.2.4 General Assessment of a Student's Ability

Calendar - Letters of Reference and Assessments of Students

and Character

Assessment information contained in a student's record may only be divulged by an administrative officer of the University to third parties (such as institutions, agencies or prospective employers) with the student's consent. (EXEC 3 NOV 1997) (GFC 29 NOV 1999)

When asked by such institutions, agencies or prospective employers to express an opinion concerning a student's academic ability, character and personality, a faculty member may do so only with the consent of the student, in which case, a record of the opinion so expressed will be retained for a minimum of one year by the faculty member. (EXEC 3 NOV 1997) (GFC 29 NOV 1999)

2. Assessments of Students

<https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search>

109.2.5 Reports from University Health Centre or Student Counselling Services

1. Where students have gone on their own initiative as patients to the University Health Centre, or as clients to Student Counselling Services, the contents of the students' files are private, in accordance with professional ethics or codes of behavior and protected by the FOIPP Act. (GFC 29 NOV 1971)

Calendar - Letters of Reference and Assessments of Students
3. Reports from University Health Centre and Student Counselling Services

<https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search>

(EXEC 3 NOV 1997) (GFC 29 NOV 1999)

2. Where a student has been referred by an authorized officer of the University to the University Health Centre or to Student Counselling Services, the consultant's opinion will be reported to the authorized officer if the student gives written permission to do so. Such written permission shall be granted when the student signs a release form, the nature of which will be determined by the Service in question. It is recognized that the nature and content of any report provided by the consultant will be determined by the ethics and codes of behavior of the consultant's profession and will be protected by the FOIPP Act. (GFC 29 NOV 1971) (EXEC 3 NOV 1997) (GFC 29 NOV 1999)

3. When a student has authorized a consultant to release a report to an officer of the University under this section the student may have access to the report as guided by the FOIPP Act. (GFC 29 NOV 1971) (EXEC 3 NOV 1997) (GFC 29 NOV 1999)

109.2.6 Records of Disciplinary Action

NOTE FROM THE UNIVERSITY SECRETARIAT:
Please see Section 30.2.15 of the Code of Student

Calendar - Records of Disciplinary Action

<https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search>

<p>Behavior. (EXEC 12 MAR 2001)</p>	<p>UAPPOL - Student Conduct Policy</p> <p>NOTE: Calendar refers to “Code of Student Behaviour” and provides link to “University Governance website”. Governance website does not have reference/link to student behaviour document</p>
<p>109.2.7 Colleges in Alberta</p> <p>The GFC Executive Committee delegated authority to the Registrar to release grade point averages for University of Alberta students who have attended colleges within the Alberta post-secondary system. This delegation is premised on the understanding that the information released to the student's former college would be used for statistical purposes only, in compliance with the Alberta Freedom of Information and Protection of Privacy Act and following the completion of an appropriate Information Sharing Agreement. (EXEC 3 NOV 1997) (GFC 29 NOV 1999)</p>	<p>NOTE: Calendar does not refer to this practice. It is not something that is normally done in the course of an academic cycle. Specific requests for such information would need to go through the Information and Privacy Office. No reference to Information Sharing Agreement in UAPPOL.</p>
<p>109.2.8 Public Information Concerning Students</p> <p>The following information is defined as the student's public record: name; faculty of registration; dates of registration or convocation; and degree, diploma or certificate awarded. This information may be issued to third parties (such as</p>	<p>Calendar - Access to Student Information 3. Access by Others https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search</p>

<p>other educational institutions, appropriate government agencies, or prospective employers) on a need to know basis. (GFC 29 NOV 1999)</p>	
<p>109.2.9 Use of Student Records for Research Access to and Use of Student Records and Information for Research by Associations, Organizations and Individuals (including access by other students)</p> <p>The Policy on Student Records: Contents, Access, Use and Protection of the GFC Policy Manual was approved by the Board of Governors on January 26, 2007 for inclusion in the University of Alberta Policies and Procedures On-Line (UAPPOL).</p> <p>Information Access & Protection of Privacy Policy</p>	<p>Calendar - Use of Student Records for Research https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search</p> <p>UAPPOL Parent Policy: Access to Information and Protection of Privacy Policy Procedure (referred to in Calendar): Access to Personal Information for Research/Studies Procedure</p>
<p>109.3 Retention of Student Records A. Academic History (Transcript) Records</p> <p>Note: Student academic history records, up to and including Winter Session 1982, will be stored by the Office of the Registrar and Student Awards on</p>	<p>Calendar - Academic History (Transcript) Records https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216&hl=%22student+record%22&returnto=search</p>

microfilm. Later records are maintained on the student information system. (GFC 29 NOV 1999)

1. Only the students' official academic history (transcript) will be kept indefinitely. Source information in the student file will be retained for seven years after last registration and then destroyed. (EXEC 3 NOV 1997) (GFC 29 NOV 1999)

2. Students are responsible for ensuring the accuracy and completeness of their official record at the end of each period that they attend by verifying their Statement of Results and the copy of their transcript provided during registration and at convocation. Students should be aware that only the official academic history (transcript) is retained permanently and that source information from the student file is destroyed seven years after the last registration. Queries regarding errors or omissions on the official academic history must be made as soon as possible, and will not be considered after the source information has been destroyed. The University Archives will be provided the opportunity to selectively retain a sample of student records files before destruction. (GFC 29 NOV 1999)

3. The Office of the Registrar and Student Awards will enclose a copy of the academic history record

(unofficial transcript) with the parchment given to each graduating student, along with a letter asking the student to verify the record and report any problems immediately. (EXEC 3 NOV 1997) (GFC 29 NOV 1999)

B. Other Student Records

Each Faculty, Department and Unit will develop its own policy for retention and disposal of students' records in its custody or control in accordance with its own operating practice and the provisions of the Management of University Documents manual. These policies must recognize the necessity to maintain personal information regarding students for at least one year from the time it is used in a decision-making process concerning that student. (GFC 29 NOV 1999)

UAPPOL

[Records Management Policy](#)

[How to destroy official University records \(Records Disposition Guideline\)](#)

NOTE: neither of these documents speak directly to each faculty, department and unit developing its own policy. That could be due to everyone now falling under the general Records Management Policy.

109.4 Security of Student Records

The Faculty, Department and Unit must protect students' personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction. (EXEC 13 SEPT 1999)

UAPPOL

[Access to Information and Protection of Privacy Policy](#)

Does not specify "student records" directly but does state that the University will "[p]rotect **personal information** by making reasonable security arrangements against such risks as unauthorized access, use, disclosure or destruction"

(GFC 29 NOV 1999)

[Appendix 1 - Statutory Declaration and Confidentiality Agreement for Access to Student Information System](#)

IPO

[Informed Consent for Disclosure of Personal Information](#)

This site also provides a link to the Informed Consent for Disclosure of Personal Information Form



FINAL ITEM NO. 7

Decision **Discussion** **Information**

ITEM OBJECTIVE: To approve the rescission of GFC Policy Manual Section 56.

DATE	February 12, 2024
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	General Faculties Council

MOTION: THAT GFC Executive Committee recommend that General Faculties Council rescind Section 56 of the GFC Policy Manual.

EXECUTIVE SUMMARY:

Since 2008, University Governance has been working to complete a project to rescind the General Faculties Council Policy Manual (“GFC Policy Manual”). Section 56 of the GFC Policy Manual requires annual reporting of the work of the General Appeals Committee (“GAC”) to GFC, including a statistical summary of cases and their disposition. Rescinding Section 56 will have no impact on GFC Executive Committee (“EXEC”)’s 1977 decision that the General Appeals Committee be requested to report annually to GFC on

- (a) on the number of cases handled and their outcome, taking care to protect the confidentiality of appellants, and
- (b) upon any recommendations for modifications of the procedures followed by the General Appeals Committee which committee members might deem appropriate after their experience. [GFC 28/FEB/77 at p. 62]

Notwithstanding the information set out in GFC Policy Manual Section 56, this decision holds true until rescinded. The [GFC Policy Manual](#) Section 56 and its associated subsections 56.1 and 56.2 are not required to enforce annual reporting to EXEC as set out in the 1977 decision.

BACKGROUND

The General Appeals Committee was established through and by way of the Academic Staff Agreement that came into effect on July 1, 1976. The formation of the General Appeals Committee effected the dissolution of the Appeals Committee on Salaries and Promotions [EXEC 24/JAN/77].

At its meeting on January 24, 1977, EXEC approved a motion to recommend to GFC that the General Appeals Committee not be considered a Standing Committee of GFC, but a "creature of the Academic Staff Agreement". This was largely because, as observed by the committee, "[t]he Act requires that G.F.C. approve procedures for appointment, promotion and dismissal. The General Appeals Committee is concerned with the implementation of these procedures in specific cases as they relate to appointments and promotions." [EXEC 24/JAN/77 at p. 29] Specifically, the GFC EXEC committee characterized the General Appeals Committee as "...a contractual committee forming part of the contract between staff member[s] and the Board."



FINAL ITEM NO. 7

EXEC further recommended that the General Appeals Committee be requested to report annually to GFC (a) on the number of cases handled and their outcome, taking care to protect the confidentiality of appellants, and (b) upon any recommendations for modifications of the procedures followed by the General Appeals Committee which committee members might deem appropriate after their experience. [GFC 28/FEB/77 at p. 62]

GFC voted in favour of the General Appeals Committee ceasing to be considered a standing committee of GFC, but that it be asked to submit an annual report to GFC. [GFC 28/FEB/77 at p. 62]. The resolution of GFC from February 28, 1977 regarding the General Appeals Committee submitting an annual report is now codified in Section 56 of the GFC Policy Manual.

The deletion of Section 56 of the GFC Policy Manual does not ultimately impact the need for the General Appeals Committee to deliver an annual report. That requirement still exists by virtue of the GFC resolution on February 28, 1977. Section 56 of the GFC Policy Manual provides the "original authority" requiring the annual report be provided. That comes from the resolution itself and could only be changed by a resolution of GFC.

SCHEDULE A:

Engagement and Routing

Those who are actively participating:

- University Governance
- GFC Executive Committee

Those who have been consulted:

- University Office of the General Counsel
- Faculty Relations

Those who have been informed:

- Office of the Provost and Vice-President (Academic)

Approval Route:

- GFC Executive Committee - February 12, 2024 (for recommendation)
- General Faculties Council - February 26, 2024 (for final approval)

Supplementary Notes / Context:

The GFC Executive Committee has received annual reports from the General Appeals Committee since 1977.



Decision **Discussion** **Information**

ITEM OBJECTIVE: To approve the Agenda for the General Faculties Council meeting to be held on Monday, February 26, 2024.

DATE	February 12, 2024
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	GFC Executive Committee

MOTION:

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the February 26, 2024 meeting of General Faculties Council, as set forth in Attachment 1.

EXECUTIVE SUMMARY:

The GFC Executive Committee is responsible for the approval of the agenda for all regular and special meetings of General Faculties Council, ensuring items are ready to be presented to GFC and are ordered and timed appropriately.

Supporting Materials:

Attachment 1: Draft Agenda for the General Faculties Council Meeting of February 26, 2024

Engagement and Routing

Consultation and Stakeholder Participation / Approval Route (parties who have seen the proposal and in what capacity) <[Governance Resources Section Student Participation Protocol](#)>

Those who are actively participating:

- Bill Flanagan, President and Vice-Chancellor and Chair, GFC Executive Committee
- Office of the President
- Office of the Provost and Vice-President (Academic)
- University Governance
- GFC Executive Committee

Approval Route: GFC Executive Committee – February 26, 20234 – For decision

Monday, February 26, 2024
Council Chamber, 2-100 University Hall
2:00 PM - 4:00 PM

OPENING SESSION

1. Approval of the Agenda 2:00 - 2:05 p.m. Bill Flanagan
2. Comments from the Chair (no documents) 2:05 - 2:10 p.m. Bill Flanagan
 - ZTC Course Awards
 - Presidential Review Committee Update

CONSENT AGENDA 2:10 - 2:15 p.m.

[If a member has a question or feels that an item should be discussed, they should notify the Secretary to GFC, in writing, two business days or more in advance of the meeting so that the relevant expert can be invited to attend.]

3. Approval of the Open Session Minutes of January 29, 2024
4. New Members of GFC
5. Suspension of the Specialisations in Educational Policy Studies and Elementary Education in the Doctor of Education Lesly Wade-Woolley

Motion: To Recommend Board of Governors Approval

ACTION ITEMS

6. Master in Management Analytics 2:15 - 2:30 p.m. Michael Maier

Motion: To Recommend Board of Governors Approval
7. Deletion of GFC Policy Manual Section 109 - Student Records: Contents, Access, Use, and Protection 2:30 - 2:40 p.m. John Lemieux
8. Deletion of GFC Policy Manual Section 56 - General Appeals Committee (GAC) 2:40 - 2:50 p.m. John Lemieux

Motion: To Approve

DISCUSSION ITEMS

9. Question Period 2:50 - 3:10 p.m. Bill Flanagan
10. Annual Enrolment Report 3:10 - 3:25 p.m. Norma Rodenburg
Tracy Raivio

- | | | |
|-----|---|--------------------------------|
| 11. | Revised Draft of the Teaching, Learning and Evaluation Policy -
Appendix B: Multifaceted Evaluation of Teaching and Learning 3:25 -
3:40 p.m. | Karsten Mundel
Deanna Davis |
| 12. | SHAPE Implementation (no documents) 3:40 - 3:50 p.m. | Verna Yiu |
| 13. | Proposed revisions to GFC Academic Planning Committee Terms of
Reference 3:50 - 4:00 p.m. | Ryan Dunch |

INFORMATION REPORTS

[If a member has a question about a report, or feels that a report should be discussed by GFC, they should notify the Secretary to GFC, in writing, two business days or more in advance of the meeting so that the Committee Chair (or relevant expert) can be invited to attend.]

- 14. Report of the GFC Executive Committee
- 15. Report of the GFC Academic Planning Committee
- 16. Report of the GFC Programs Committee
- 17. GFC Nominations and Elections
- 18. Information Forwarded to GFC Members Between Meetings
-
-

CLOSING SESSION

- 19. Adjournment
- Next Meeting of General Faculties Council: March 18, 2024

INFORMATION REPORTS

- 20. Information Items:
 - A. General Appeals Committee Annual Report
 - B.
 - C.

Presenter(s):

Bill Flanagan	President and Vice-Chancellor, University of Alberta
Michael Maier	Associate Dean, MBA Program, Alberta School of Business
Norma Rodenburg	Acting Vice-Provost and University Registrar
Tracy Raivio	Professor, Faculty of Science
Verna Yiu	Provost and Vice-President (Academic)
John Lemieux	University Secretary, University of Alberta

Ryan Dunch
Lesly Wade-Woolley

Professor and Chair
Associate Dean - Graduate Studies, Faculty of Education

Documentation was before members unless otherwise noted.

Meeting REGRETS to:
Prepared by:
University Governance

Heather Richholt, 780-492-1937, richholt@ualberta.ca

www.governance.ualberta.ca