OPENING SESSION 2:00 - 2:15 p.m.
1. Approval of the Agenda                                  John Nychka
2. Approval of the Open Session Minutes of September 28, 2022 John Nychka
3. Comments from the Chair (no documents)                  John Nychka

WORKSHOP 2:15 - 3:15 p.m.
4. Moving in Truth Towards Reconciliation                  Andrea Menard

DISCUSSION ITEMS 3:15 - 3:45 p.m.
5. Updates
   A. Centre for Teaching and Learning                      Tommy Mayberry
   B. Facilities and Operations                             Lara McClelland
   C. Information Technology                                Mike MacGregor
   D. Library and Museums                                   Connie Winther
   E. General Faculties Council                             Kate Peters

6. Student Perspectives of Teaching (SPOT) Survey update (no documents) 3:45 - 4:00 p.m. John Nychka

INFORMATION REPORTS
7. Information Items Forwarded to Committee Members between Meetings
   - eVote on Evaluation and Grading Changes

Presenter(s):
John Nychka       Vice-Provost (Learning Initiatives), Chair GFC Committee on the Learning Environment
Andrea Maynard    Lead Educational Developer (Indigenizing Curricula and Pedagogies)

Documentation was before members unless otherwise noted.

Meeting REGRETS to: Faiza Bill, faiza.billo@ualberta.ca
Prepared by:       Kate Peters, GFC Secretary
University Governance www.governance.ualberta.ca
OPENING SESSION

The Chair began by acknowledging the territory:

That the University of Alberta is located on Treaty 6 territory. We respect the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

*Presenter(s):* Hollis Lai, Vice-Provost (Learning Initiatives), Chair CLE

The motion was moved and seconded.

**THAT the GFC Committee on the Learning environment approve the agenda.**

CARRIED

2. Approval of the Open Session Minutes of April 27, 2022

Materials before members are contained in the official meeting file.

*Presenter(s):* Hollis Lai, Vice-Provost (Learning Initiatives), Chair CLE

The motion was moved and seconded.

**THAT the GFC Committee on the Learning Environment approve the open session minutes of April 27, 2022**

CARRIED
3. **GFC Committee Orientation**

Materials before members are contained in the official meeting file.

*Presenter(s):* Kate Peters, GFC Secretary and Manager, GFC Services;

4. **Comments from the Chair (no documents)**

*Presenter(s):* Hollis Lai, Vice-Provost (Learning Initiatives), Chair CLE

*Discussion:* The Vice Chair provide an update on activities to honour children who were sent to Residential schools and residential school survivors, the award winners for the Remote Teaching Awards, and the call for CLE delegate to serve on the Festival of Teaching and Learning Steering Committee.

**ACTION ITEMS**

5. **Revisions to Examination Procedures and Deferred Exam Procedures in the 2023-2024 University Calendar**

Materials before members are contained in the official meeting file.

*Presenter(s):* Norma Rodenburg, Interim Vice-Provost and University Registrar, Office of the Registrar

*Discussion:* N Rodenburg provided a high level overview of the proposal and presented additional changes that had been brought forward after discussion with IST regarding the functioning of the eClass platform. The committee was asked to consider changes to the Permitted References and Aids and to consider a change regarding the rules around arriving and leaving the exam in light of the limitations to the eClass platform.

Members discussed the distinction between online and in person exams, how the students would know they were not permitted to take the exam, and the rationale for the 30 minute time-frame. In addition, members reviewed proposed changes to the language on communication and discussed how the exam invigilation would work in both the online and the in-person environment. Several other editorial changes were made.

Members expressed concerns about broad use of remote proctoring and inquired about implementation plans, especially communications with students.

Given the number of changes, the committee agreed to consider the decision by eVote in time for the distribution for the General Faculties Council.

**DISCUSSION ITEMS**

6. **Updates**

   **A. Centre for Teaching and Learning**

   *Presenter(s):* Tommy Mayberry, Executive Director, Centre for Teaching and Learning (CTL)

   *Discussion:* T Mayberry spoke to the plans for the Festival of Teaching and Learning (FOTL) and a possible hybrid model. They reported on the expansion of portfolios in the Centre for Teaching and Learning and plans for larger and more sustained programming. They encouraged members to attend webinars from CTL’s seven pedagogical portfolios: Indigenizing Curricula and Pedagogies; Critical Pedagogies and Equity, Diversity, and Inclusivity;
Assessment and Evaluation; Digital Pedagogies and Writing Across the Curriculum; Educational Technology Instruction and Strategy; Instructional Practice and Academic Development; and Online and Hybrid Instruction and Strategy.

B. Facilities and Operations

*Presenter(s)*: Lara McClelland, Associate Vice-President, Integrated Planning and Partnerships Department, Facilities and Operations

*Discussion*: L McClelland expressed gratitude for the work across Campus on a space survey whose results will highlight different uses of space across Campus. The Asset Management Master Plan is being developed as an umbrella document with clear goals and metrics that will be developed in the next 1-2 months. Finally, she noted that there will be a pilot project to create all-gender washroom facilities across Campus by making changes to fixtures, partitions, and signage.

C. Information Technology

*Presenter(s)*: Jeff Rawlings, Director Digital Learning Environments

*Discussion*: J Rawlings noted that the focus for Information Services Technology is the retrofitting of classrooms to enable hybrid teachings and that supply chains have been a significant barrier to implementing changes. The IST team has focused on filling gaps through lending materials and offering advice. He also informed the committee that eClass would undergo a significant change in the Spring as Moodle version 4 was implemented providing an opportunity for changes, for example, changing the themes. The release date is the end of June, 2023.

Members asked if there were other institutions using Moodle 4; how instructors and faculties will be involved in implementation; the role of CTL; about implementation timing given the Spring Summer semester will be started; whether preexisting courses will have a seamless transition; and the formal process to provide feedback. They were encouraged to email eclass@ualberta.ca and ask for feedback to the test space for Moodle 4.0.

D. Library and Museums

*Presenter(s)*: Angie Mandeville, Head, Information Services & User Engagement, Library and Museums

*Discussion*: A Mandeville provided an update on the move of the J Scott Library in ECHA and noted that information and renderings are available on the University Libraries website. The name of the library will honour Dr. G H Spurber, Professor Emeritus from Dentistry. She reported on the process to consult on the design of the library, and the supports and services that are being built in, including an Indigenous gathering space and digital tools.

E. General Faculties Council

*Presenter(s)*: Kate Peters, GFC Secretary and Manager, GFC Services

*Discussion*: K Peters reported on the first meeting of GFC which took place on September 19th and on the orientation activities focused on Indigenous teachings. The next agenda was presented including four notices of motion made by a member of GFC and two items that had been requested by members of GFC.

8. **Student Accessibility Assessment Project Report**

*Presenter(s)*: Allen Ball; Melissa Padfield, Deputy Provost (Students and Enrolment)

*Discussion*: A Ball explained the approach to develop the report which included interviews with 80
stakeholders from across the University and a survey that went out to faculty, students and staff. The data collected supports the five recommendations in the report. M Padfield provided a broad outline for next steps and emphasized the importance of CLE in informing the work as it moves forward.

Members asked about offering services through a Central Hub; accessibility assessments and exam requests; streamlining the requests from graduate students; and the role of instructors. The committee suggested that historic thinking was necessary to effectively identify and remove barriers and encouraged the proponents to consider the exemplary practices that are working well and that could be scaled up across the university. Student members suggested data collection targeting the range of student experiences was an avenue for exploring potential solutions in ways that privilege the student voice. Members discussed the equity policy set out in the document and the potential issues with the use of the term fairness; the process for welcoming new students and assessing requests for accommodation; and the need for clarity in the Duty to Accommodate Procedure and the University Calendar.

The Committee was asked for advice on implementation from the perspective of students, administrators and instructors. Committee members recommended addressing the culture within the university to change attitudes towards managing accommodation; changing the narrative around accommodations; and that making these changes will support members of the University community who are looking to do their job well and support students. Members suggested that staff who play multiple roles (student, instructor, staff member) are uniquely positioned to provide feedback; that administrative restructuring has had an impact on services, and that class sizes are an important factor for consideration.

The committee asked that the report be forwarded to GFC for information to support awareness-raising and the culture shift above-noted.

A motion was moved and seconded.

THAT the Student Accessibility Assessment Project Report be forwarded to GFC for information.  

CARRIED

9. Student Perspectives of Teaching (SPOT) Survey update (no documents)

Presenter(s): John Nychka, Vice-Provost (Learning Initiatives), Chair CLE

Discussion: Item was deferred.

10. Question Period

Presenter(s): Hollis Lai, Vice-Provost (Learning Initiatives), Chair CLE

Discussion: J Rawlings noted that an external tool, “Approve student accommodations” had been integrated into eClass allowing students to flag their accommodation needs in their profile. Once the accommodation is approved, the instructor can automatically see the needs of their students.

INFORMATION REPORTS

11. Information Items Forwarded to Committee Members Between Meetings

A. Report of the Equity, Diversity, and Inclusivity Review of Teaching Awards Working Group

CLOSING SESSION
12. **Adjournment**  
- Next meeting of CLE: October 26, 2022  
- Next meeting of GFC: October 17, 2022
**ACTION REQUIRED** Electronic Vote Revisions to Examination Procedures

For the attention of GFC Committee on the Learning Environment (CLE) Voting Members:

With the permission of the CLE Chair, Dr John Nychka, we are requesting an electronic vote of CLE members to consider the approval of the proposal for Revisions to Examination Procedures and Deferred Exam Procedures in the 2023-2024 University Calendar. The proposal is available on the University Governance website with the revisions discussed in the meeting last week highlighted in green.

MOTION 1: THAT the GFC Committee on the Learning Environment rescind the recommendation to approve from December 2020 as set forth in attachment 1.

MOTION 2: THAT the GFC Committee on the Learning Environment recommend that the General Faculties Council approve the proposed revisions to the Examination Procedures listed in the University Calendar, as set forth in the attached documents, for inclusion in the 2023-2024 University Calendar.

MOTION 3: THAT the GFC Committee on the Learning Environment recommend that the General Faculties Council approve the proposed revisions to the procedures for Deferred Final Exams listed in the University Calendar, as set forth in the attached documents, for inclusion in the 2023-2024 University Calendar.

VOTING PROCEDURE:
Please register your vote by reply email no later than 12:00 p.m. on Friday, October 7, 2022, by indicating one of the following:

- I am in favour of these motions
- I am not in favour of these motions

Please let me know if you have any questions or concerns.

Thank you,
Kate

Kate Peters | Pronouns: She/Her/Elle
Secretary to General Faculties Council (GFC) and Manager, GFC Services

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L'Université de l'Alberta reconnaît respectueusement que nous sommes situés sur le territoire des traités 6, 7 et 8,
terres traditionnelles des Premières Nations et des Métis.

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Dear members of CLE,

The results of the October 7 eVote are now available on the University Governance website.

Thank you,
Kate

Kate Peters | Pronouns: She/Her/Elle
Secretary to General Faculties Council (GFC) and Manager, GFC Services

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