



General Faculties Council
Executive Committee
Approved Open Session Minutes

Monday, December 02, 2013
2-31 South Academic Building (SAB)
2:00 PM - 4:00 PM

ATTENDEES:

Voting Members:

Martin Ferguson-Pell	Chair (Delegate), President
Ed Blackburn	Member, Academic Staff, Member of GFC
Dustin Chelen	Member, Students' Union Vice-President (Academic)
Lisa Collins	Member, Vice-Provost and University Registrar
Kaori Kabata	Member, Academic Staff, Member of GFC
Colin More	Member, Graduate Students' Association Vice-President (Academic)
Norma Nocente	Member, Academic Staff, Member of GFC
Steve Patten	Member, Academic Staff, Member of GFC
Sean Robertson	Member, Academic Staff, Member of GFC
Wendy Rodgers	Member, Academic Staff, Member of GFC
Colleen Skidmore	Member (Delegate), Provost and Vice-President (Academic)
Mirko van der Baan	Member, Academic Staff, Member of GFC
Jonathan White	Member, Academic Staff, Member of GFC

Presenter(s):

Lisa Collins	Vice-Provost and University Registrar
Steven Dew	Associate Dean (Research and Planning), Faculty of Engineering
Martin Ferguson-Pell	Acting Provost and Vice-President (Academic) and Acting Chair, GFC Executive Committee
Murray Gray	Vice-Provost (Academic) and Associate Vice-President (Research)
Marion Haggarty-France	University Secretary
Larry Heaman	Associate Dean (Research), Faculty of Science

Staff:

Garry Bodnar, Director, General Faculties Council (GFC) Services and Secretary to GFC
Marion Haggarty-France, University Secretary
Andrea Patrick, Scribe

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Blackburn/Chelen

THAT the GFC Executive Committee approve the Agenda.

CARRIED

2. Approval of the Open Session Minutes of November 4, 2013

Materials before members are contained in the official meeting file.

A member asked whether or not the Minutes should reflect the discussion that took place by electronic mail subsequent to the November 4 meeting between GFC Executive Committee members and representatives of the Office of the President regarding the items appearing on the Agenda for the General Faculties Council (GFC) meeting of November 25, 2013. The Coordinator responded that discussions such as these will not be reflected in the Minutes of the relevant meeting(s); instead, all of the correspondence generated by this particular 'e-discussion' would be printed and placed on the official file for the November 4 GFC Executive Committee meeting and, hence, be a part of the formal records.

Motion: Rodgers/Robertson

THAT the GFC Executive Committee approve the Minutes of November 4, 2013.

CARRIED

3. Comments from the Acting Chair

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

ACTION ITEMS

4. Proposed Changes to the General Composition of Selection Committees for Chairs (UAPPOL Selection of Department Chairs Procedure)

There were no documents.

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

Discussion:

Dr Ferguson-Pell noted that the Faculty of Graduate Studies and Research has requested that this item, originally considered and then tabled by the GFC Executive Committee at its November 4, 2013 meeting, be withdrawn from consideration, as the proposal is no longer being pursued.

Motion: Patten/More

THAT the GFC Executive Committee take from the table the proposed changes to the General Composition of Selection Committees for Chairs (UAPPOL Selection of Department Chairs Procedure) submitted by the Vice-Provost and Dean of the Faculty of Graduate Studies and Research, effective immediately.

CARRIED

5. Proposed Changes to the UAPPOL Academic Centres and Institutes Termination Procedure

Materials before members are contained in the official meeting file.

Presenter: Murray Gray, Vice-Provost (Academic) and Associate Vice-President (Research)

Purpose of the Proposal: Some of the proposed changes before members are editorial in nature. Other, more substantial changes to this UAPPOL procedure relate to the provision of a meeting with the Provost and Vice-President (Academic) in the event a recommendation for termination of an academic centre or institute is disputed and to language explicitly referring to use of the GFC-reserved designations of the “centre” and “institute.”

Discussion:

Dr Gray briefed members on the contents of the proposal, noting that these changes represent the last set of proposed revisions to the UAPPOL procedures associated with academic institutes and centres. He stated that the two key changes include a provision to include a meeting with the Provost and Vice-President (Academic) in the event that a recommendation for termination of an academic centre or institute is disputed and delineation between the GFC-sanctioned definitions of “centre” and “institute”. He concluded by stating that the remaining revisions within the proposal are editorial.

During the discussion surrounding this item, members expressed a number of comments and questions, including, but not limited to: whether there was consideration to make the changes retroactive; whether Directors of centres/institutes were consulted on the revisions; clarification about criteria used for drafting the revisions; whether the procedure explains the process of preparing the termination report; that some of the changes appeared redundant; and further clarification regarding certain of the proposed revisions.

Motion: Skidmore/Blackburn

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

CARRIED

6. Proposed New Course Designation of NANO (Nanotechnology and Nanoscience)

Materials before members are contained in the official meeting file.

Presenter(s): Steven Dew, Associate Dean (Research and Planning), Faculty of Engineering; Larry Heaman, Associate Dean (Research), Faculty of Science

Purpose of the Proposal: To introduce a new course designation, NANO, as a unifying, neutral, and interdisciplinary identifier of courses related to nanotechnology. There are hundreds of students in graduate programs related to nanotechnology from across the University. Each of the courses taken by these students has been developed in 'silos' by departments seeking to address a specific need of their own students. Given the highly- interdisciplinary nature of nanotechnology, this does not well serve the broader needs of students in the field. By creating a neutral, interdisciplinary course designation of NANO, the University will have a forum for offering courses that are intended to serve the broader community of nano-related students. The flagship course, NANO 500, will explore the foundation technologies; social, economic and environmental aspects of nano; and address common health and safety issues that every practitioner in the field should know but for which there is very limited coverage in our current course offerings given their siloed origins.

NANO will also serve as a vehicle for offering a future graduate certificate program that is being developed jointly by the Faculties of Engineering, Science, Agricultural, Life and Environmental Science, Medicine and Dentistry, and the National Institute for Nanotechnology (NINT).

Finally, NANO will provide a branding that will help bring together existing students at the University of Alberta under a common banner and attract new students from around the world who will see a coordinated, integrated, and cooperative educational program in nano at this institution.

Discussion:

Dr Dew explained that the proposal contains a new course designation, NANO, to represent an interdisciplinary identifier to all courses relating to nanotechnology at the University of Alberta, noting that the origin of the proposal was steered by a desire to build upon improvements to graduate education in the field of nanotechnology. He stated that, across the institution, a large number of graduate students are studying nanotechnology and that the new designation will anchor the various courses. He explained that the first proposal to create a nano course came in the form of NANO 500.

Dr Heaman added that the National Institute of Nanotechnology (NINT), situated at the University of Alberta, as well as the Faculty of Engineering had expressed interest in developing this proposal.

Members expressed several comments and questions in relation to this item, including, but not limited to: clarification on where the Faculty of Agricultural, Life and Environmental Sciences (ALES) fits into the proposal; clarification about how Faculties aside from the Faculties of Science and Engineering will be able to use the designation; clarification about how this will impact accreditation; what the approximate enrollment target is; clarification about which Faculty controls the administrative side of the designation, specifically in relation to course and program changes within an interdisciplinary environment; and clarification on whether these would represent core courses.

Motion: Chelen/Robertson

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, a new course designation of NANO (Nanotechnology and Nanoscience), as submitted by the Faculties of Engineering and Science, to take effect for Fall Term, 2014.
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CARRIED

7. Proposed Changes to the Search and Review Procedures for President and the Search Procedure for President (Appendix A): Committee for President Position Definitions and Eligibility (UAPPOL)

Materials before members are contained in the official meeting file.

Presenter: Marion Haggarty-France, University Secretary

Purpose of the Proposal: To make current the Search and Review Procedures for President and the Search Procedure for President (Appendix A): Committee for President Position Definitions and Eligibility within UAPPOL.

Discussion:

Ms Haggarty-France explained to members search and review procedures for the President of the University of Alberta were first transitioned into the University of Alberta Policies and Procedures On-Line (UAPPOL) environment from the GFC Policy Manual back in 2009 and, at this point in time, require various revisions to ensure their currency. She noted that the revisions include changing the names of the procedures to be more consistent with other names of procedures within UAPPOL, an update to reflect approved/revised staff categories, an update to reflect the use of electronic (rather than paper-based) voting processes, and a clause to ensure that broad representation is achieved on the Search and Review Committees for President. She added that various groups had been consulted on the proposed changes, including the Association of Academic Staff - University of Alberta (AASUA).

During the discussion surrounding this item, members expressed a number of comments and questions, including, but not limited to: clarification about the access of the electronic ballot; suggestions for grammatical and other minor editorial changes to the proposal, amendments to which the proposer and Committee members agreed; and further clarification about the Search and Review Committees for President.

Motion: Rodgers/Nocente

THAT the GFC Executive Committee, under delegated authority from General Faculties Council, recommend to the Board Human Resources and Compensation Committee the proposed changes to the Search and Review Procedures for President and the Search Procedure for President (Appendix A): Committee for President Position Definitions and Eligibility in UAPPOL, as amended, to take effect upon final approval by the Board of Governors.

CARRIED

DISCUSSION ITEMS

8. Waiver of Advertising Requirements: Report to General Faculties Council (2013)

Materials before members are contained in the official meeting file.

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

Purpose of the Proposal: For information/discussion; this report fulfills General Faculties Council (GFC) reporting requirements.

Discussion:

Dr Ferguson-Pell noted that any time the advertising waiver has been put into place, GFC requires a report. He stated that the report before members spans the period July 1, 2011 to June 30, 2013.

A member asked after data from the last five years to track any trends that may be occurring, and a member enquired about the procedures related to spousal employment.

9. Elimination of the Hard-Copy University of Alberta Calendar

Materials before members are contained in the official meeting file.

Presenter: Lisa Collins, Vice-Provost and University Registrar

Purpose of the Proposal: For information/discussion. The Office of the Registrar is aspiring to achieve the vision for the University Calendar as outlined in *Dare to Deliver 2011-2015*, which calls for “the development of an enhanced and interactive University Calendar that will be integrated with other administrative systems.” The University Registrar wants to meet this challenge by developing an electronic Calendar that is reflective of a top five university in Canada and sees this as an opportunity to address long overdue mid- and long-term improvements to the usability and functionality of the electronic version of the University of Alberta’s Calendar. In evaluation of this project, the Office of the Registrar is discontinuing the print version of the University Calendar, effective 2014-2015; the Office, however, will continue to provide the electronic version of the University Calendar in HTML format, as well as in a PDF version. Users will be able to download individual sections to their computers and print them if and as required.

The Office of the Registrar envisions the future Calendar to be a resource that all stakeholders, including students, faculty, and staff, will use and interact with effectively and efficiently. The overall goals will be to improve the functionality of the University Calendar as a key web-based electronic tool. Within the project, the Office will review items such as presentation to the user, approval of workflow processes, and overall content management and firmly believes that it can develop a productive and successful product along with the help and consultation of its partners and stakeholders on campus.

Discussion:

Ms Collins explained that the Office of the Registrar, supported by the positive results of campus-wide user consultation, has been investigating ways to reimagine the format of the University Calendar and has determined that a transition to a web-based format would be more cost-efficient as well as provide a more user-friendly experience. She noted that the content would be managed by a database and would require additional analysis to transition the language from a print-based to web-based format. She added that, although current budgetary pressures within the Office of the Registrar were not the main reason for the changes, the cost of printing the University Calendar weighed against the net benefits was a factor. She stated that the demand for a print version of the University Calendar has decreased dramatically over the past several years but that the costs associated with printing them had increased.

During the extensive discussion surrounding this item, members expressed a number of comments and questions, including, but not limited to: concerns about changing infrastructure and the official University Calendar copy concurrently; concerns with the timeline of implementation in terms of maintaining an official

version of the University Calendar; commentary that eliminating a print version of the University Calendar would mitigate current issues surrounding tight submission deadlines; expressions of support for this project; clarification about the new University Calendar's interface with Bear Tracks; recognition and gratitude for including student consultation on the project; a suggestion to focus on change management as the project unfolds so that students are properly informed of the changes; a suggestion to raise the issue at General Faculties Council (GFC); and whether there could be an online as well as a print version of the University Calendar prepared each year.

10. Question Period

A member enquired about stakeholder input with regard to the Final Report of the Renaissance Committee.

A member enquired about potential topics for discussion on the February 3, 2014 General Faculties Council (GFC) Agenda.

INFORMATION REPORTS

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

There were no items.

12. Information Items Forwarded to Committee Members Between Meetings

- Changes to the Agenda for the November 25, 2013 Meeting of General Faculties Council - Correspondence from the Office of the President [E-Mailed to Members on November 7, 2013]
- GFC Executive [Additional Correspondence from the Office of the President Regarding the November 25, 2013 GFC Meeting Agenda] [E-Mailed to Members on November 12, 2013]

CLOSING SESSION

13. Adjournment

The Acting Chair adjourned the meeting at 3:25 pm.