



# UNIVERSITY OF ALBERTA

## UNIVERSITY GOVERNANCE

General Faculties Council  
Executive Committee  
Approved Open Session Minutes

Monday, January 11, 2016  
2-31 South Academic Building (SAB)  
2:00 PM - 4:00 PM

---

### **ATTENDEES:**

#### Voting Members:

David Turpin	Chair, President
Sam Cheng	Member, Undergraduate Student At-large, Member of GFC
Lisa Collins	Member, Vice-Provost and University Registrar
Duncan Elliott	Member, Academic Staff, Member of GFC
Paul Jurasz	Member, Academic Staff, Member of GFC
Anita Molzahn	Member, Academic Staff, Member of GFC
Steve Patten	Member, Academic Staff, Member of GFC
Fahim Rahman	Member, Vice-President (Academic), Students' Union
Sean Robertson	Member, Academic Staff, Member of GFC
Harsh Thaker	Member, Graduate Students' Association Vice-President (Academic)
Jonathan White	Member, Academic Staff, Member of GFC
Sheena Wilson	Member, Academic Staff, Member of GFC

#### Presenter(s):

David Turpin	President and Chair, GFC Executive Committee
Mary Persson	Associate Vice-President (Audit and Analysis)
Wade King	Advisor, Safe Disclosure and Human Rights
Andrea Graham	Project Manager, Faculty of Graduate Studies and Research
Sheena Wilson	Assistant Professor, Faculté Saint-Jean
Janice Causgrove Dunn	Associate Dean, Faculty of Physical Education and Recreation
Dolorèse Nolette	Director, Centre Collégial de l'Alberta
Heather Zwicker	Acting Vice-Provost and Dean, Faculty of Graduate Studies and Research

#### Staff:

Meg Brolley, General Faculties Council (GFC) Secretary and Manager of GFC Services  
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: Molzahn/Patten

THAT the GFC Executive Committee approve the Agenda.

**CARRIED**

2. Approval of the Open Session Minutes of December 7, 2015

Materials before members are contained in the official meeting file.

Motion: Rahman/Patten

THAT the GFC Executive approve the Minutes of December 7, 2015.

**CARRIED**

3. Comments from the Chair

The Chair welcomed all to the New Year.

GFC Secretary Meg Brolley announced that Dominic Sauvageau, Faculty of Engineering, would serve as the GFC Executive appointed member of the Teaching and Learning Enhancement Fund (TLEF) Selection Committee for a two year term.

**ACTION ITEMS**

4. Proposed New Course Designator of KIN (Kinesiology), Faculty of Physical Education and Recreation

Materials before members are contained in the official meeting files.

*Presenter:* Janice Causgrove Dunn, Associate Dean, Faculty of Physical Education and Recreation

*Purpose of the Proposal:* To propose a new course designation, KIN, to replace the current course designator, PEDS, in the Faculty of Physical Education and Recreation, starting in Fall, 2016.

*Discussion:*

Dr Causgrove Dunn proposed the introduction of a new course designator, KIN (Kinesiology), to replace the current one, PEDS (Physical Education and Sport), to accurately reflect the contents of the courses and current terminology in the field, and to align with the degree name change from the Bachelor of Physical Education to Bachelor of Kinesiology in June 2014.

There was no further discussion.

Motion: Molzahn/Collins

THAT GFC Executive Committee approve, under delegated authority from General Faculties Council, the new course designation of KIN (Kinesiology), as submitted by the Faculty of Physical Education and Recreation, to take effect for Fall Term 2016.

**CARRIED**

5. Proposed New Course Designator of TAARH (Human Resources) in the Technique en administration des affaires Diploma Program, Centre Collegial de L'Alberta, Faculte Saint-Jean

Materials before members are included in the official meeting files.

*Presenters:* Sheena Wilson, Assistant Professor, Faculté Saint-Jean; Dolorèse Nolette, Director, Centre Collégial de l'Alberta

*Purpose of the Proposal:* Creation of new course designation, TAARH, in the diploma program Technique en administration des affaires-Centre collégial de l'Alberta (Campus Saint-Jean) offered in collaboration with NAIT.

*Discussion:*

Ms Nolette provided members with a summary of this proposal, noting that a new course designation is needed to align the College's course specializations with recent changes made to courses at NAIT which are transferred into this program.

During the discussion in relation to this proposal, members discussed the Committee's mandate in relation to the approval of college-level course designators; Ms Brolley confirmed that approval for diploma programs falls under GFC authority and thus so do these course designators.

In response to a question on the costs associated with the proposal, Ms Nolette reported that there were no additional costs in relation to the proposed changes. In regards to a question about the programming of these diploma programs, Ms Nolette explained that the two year program involves a common core element and then seven courses in five specializations.

Motion: Collins/Patten

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, a new course designation of TAARH, in the diploma program Technique en administration des affaires-Centre collégial de l'Alberta (Campus Saint-Jean) offered in collaboration with NAIT, as submitted by Faculté Saint-Jean.

**CARRIED**

## **DISCUSSION ITEMS**

### 6. Helping Individuals at Risk and Safe Disclosure and Human Rights Activity Reports 2014-2015

Materials before members are contained in the official meeting files.

*Presenters:* Mary Persson, Associate Vice-President (Audit and Analysis); Wade King, Advisor, Safe Disclosure and Human Rights

*Purpose of the Proposal:* The 2014-2015 Activity Report: Helping Individuals at Risk (HIAR) and Safe Disclosure and Human Rights (SDHR) reports on the activities of the HIAR and SDHR Offices.

*Discussion:*

Mr King highlighted the key points in the report noting that discrimination, harassment and duty to accommodate were the primary ones dealt with. He noted an even split between academic and non-academic issues and further noted that more students were accessing this service. He reported that the role of the office was mostly triage and referral in getting people to the right resources on campus.

In regards to projects being planned, he reported that his office intends to examine race on campus and what it means, continue with the Delete Bullying campaign, and initiate a student volunteer education program.

Mr King explained that in terms of Helping Individuals at Risk (HIAR), 420 reports were made during the reporting period, and that over time, the data showed a 50% increase year over year. He noted that most of these reports were for harm to self, and he acknowledged that harm to others remains a risk.

During the discussion, Ms Persson provided clarification that the Office of Safe Disclosure and Human Rights remains an advocate for process to get people to the right resources.

In response to a question about suicide prevention and mental health assistance, Mr King acknowledged the importance of building connections with providers of those services, although his office does not provide any direct suicide prevention. He also confirmed that the Dean of Students is examining Faculty-specific academic concerns.

On a question about follow-up, Mr King reported that his office does not follow-up with service providers and was clear about the confidentiality related the person disclosing; this impedes the ability of the office to be case managers. Individuals are encouraged to report back on their own.

Mr King noted that all of the brochures were available in French but the website has yet to be translated into French.

7. Faculty of Graduate Studies and Research: Update on Professional and Career Development for Graduate Students and Postdoctoral Fellows

Materials before members are contained in the official meeting file.

*Presenters:* Heather Zwicker, Acting Vice-Provost and Dean, Faculty of Graduate Studies and Research; Andrea Graham, Project Manager, Faculty of Graduate Studies and Research

*Purpose of the Proposal:* To update General Faculties Council on the Professional and Career Development Strategy of the Faculty of Graduate Studies and Research.

*Discussion:*

Dr Zwicker explained that due to the changes within academic employment, there is an increased need to review ways to assist graduate students in preparing for careers outside of academia. She noted that in response to this, the University of Alberta has been considering ways to provide Professional Development (PD) to its graduate students and post-doctoral fellows, and that a formal plan to address this was adopted by the Faculty of Graduate Studies and Research (FGSR) Council in Spring 2015, as contained within the Professional Development Strategic Plan.

She reported that in March of 2015, the University of Alberta received a grant from the Provincial Government to pilot PD initiatives, and that the funding is focused in four areas: Internships; Professional Skills Development; Entrepreneurship and Mentorship; and Curricular Change

A member enquired about how the academy could recognize those students who leave their studies mid-way to accept employment offers. Dr Zwicker noted that several models are being considered to address this.

In response to a concern about uptake of the web offerings, Dr Zwicker acknowledged that the data seems to reflect low numbers at this point, but that there are ways to assist students with access. A member suggested that perhaps awareness was another contributing factor. Dr Zwicker noted that another consideration is how to implement mandatory hours of PD and the individualized plan.

A member noted that more could be done to assist students with generating Faculty-based ideas and another member pointed out that it would be important to capture innovation and creativity within the plan as these principles are foundational aspects at the University of Alberta.

During the discussion members noted that General Faculties Council (GFC) would value hearing about this. The Chair confirmed that this would be added to the GFC Agenda for discussion on January 25, 2016.

8. Annual Report on Undergraduate Enrolment 2015/2016

Materials before members are contained in the official meeting file.

*Presenter:* Lisa Collins, Vice-Provost and University Registrar

*Purpose of the Proposal:* To discuss the 2015/16 annual report on undergraduate enrolment.

*Discussion:*

Vice-Provost and University Registrar Lisa Collins noted that this is the third Annual Report on Undergraduate Enrolment, and that it is a public document. She reported that her office uses the aggregate data within the Report to plan and to increase awareness of enrolment issues within the academy.

In regards to the highlights of the Report, Ms Collins noted that the overall picture of the 2015/16 cycle is one of steady state, and that some Faculties, in an attempt to correct previous over-subscription to their programs, are managing enrolment downward. She reported that international students currently make up 14% of the undergraduate student population, which is very close to the institutional target of 15%. Ms Collins further highlighted that admission revocation rates have declined and retention rates have increased.

A member sought clarification in regards to the initiation of the online process within the Office of the Registrar, and Ms Collins reminded members that continuing on the path of paper admissions would be unsustainable, and that although the start to the program was initially challenging and did impact the admissions process, that the cycle was communicated to Deans' Council and that there is ongoing planning with the IST team to improve functions. She noted that the benefits of a paperless system far outweigh the risks.

9. Institutional Strategic Plan – Update: A discussion of vision, mission and values

Materials before members are contained in the official meeting file.

*Presenter:* David Turpin, President and Chair, GFC Executive Committee

*Purpose of the Proposal:* For information/discussion.

*Discussion:*

The Chair reported that throughout the consultation process surrounding the Institutional Strategic Plan (ISP), 700 members of the campus community have been engaged and that feedback has been posted on the ISP website for review. He noted that although the consultation process is nearing an end, the ISP Committee has begun processing all of the collected feedback.

The Chair explained that there has been limited feedback in regards to the mission, vision and values of the University of Alberta. He invited members to consider whether the existing ones would need revisions, or if new ones should be drafted. He proposed taking the document to GFC for their advice.

A member replied that the value statements are similar to other institutions and do not focus on what distinguishes this institution from others and further suggested that seeking advice is important, but could be sought after a draft is prepared. The Chair was cautioned to avoid using language within the draft which may have a negative historical connotation. The Chair confirmed that early collaboration with members of the community is crucial, to be able to identify any hot button issues.

A member suggested that revisions to the existing mission, vision and values were warranted, to shift some of the language to reflect current context. A member suggested including more about diversity and the Truth and Reconciliation Commission Report. A member pointed out that "Indigenous" would need to replace "Aboriginal".

After a short discussion, the Chair encouraged members to provide further feedback through the ISP process.

#### 10. Academic Governance at the University of Alberta

Materials before members are contained in the official meeting file.

*Presenter:* David Turpin, President and Chair, GFC Executive Committee

*Purpose of the Proposal:* To frame the initial discussion of the revitalization of academic governance and propose next steps in the process of considering recent reports and discussion papers on GFC reforms.

*Discussion:*

The committee emphasized the need for GFC, as a self-governing body, to discuss and decide upon the next steps. It was confirmed that all of the attachments included for GFC Executive would go forward to GFC including all of the reports.

A member noted that some GFC members are very keen on having the recommendations of the reports discussed by full GFC. It was also noted that GFC has not had the opportunity to discuss these reports to date and that it was important that GFC be able to engage in a discussion about the recommendations as well as a high level discussion on the themes presented.

A member noted that the key issue for some members of GFC is delegation, and that it was important that the next steps be directed by full GFC.

The importance of having a high-level discussion on academic governance was also expressed.

In terms of next steps, members suggested providing clarity to GFC about the intent to involve them in the review process. The Committee suggested that it be recommended to GFC that after a full discussion at GFC, a smaller group such as the GFC Executive Committee or another group, be tasked with developing concrete plans to prioritize and address the issues in accordance with the principles and emphasis expressed by full GFC.

11. Question Period

There were no questions.

**ACTION ITEMS**

12. Draft Agenda for the January 25, 2016 Meeting of General Faculties Council

Materials before members are contained in the official meeting files.

*Purpose of the Proposal:* To discuss the Agenda for the January 25, 2016 meeting of General Faculties Council.

*Discussion:*

The committee made one change to the ordering of the agenda by moving the Academic Governance discussion to immediately follow the discussion of the Institutional Strategic Plan.

Motion: Patten/Rahman

THAT the GFC Executive Committee approve, with delegated authority from General Faculties Council, the Agenda for the January 25, 2016 Meeting of General Faculties Council, as amended.
--

**CARRIED**

**INFORMATION REPORTS**

13. Items Approved by the GFC Executive Committee by e-mail Ballots

There were no items.

14. Information Items Forwarded to Committee members Between Meetings

-Nomination - Teaching and Learning Enhancement Fund (TLEF) 2015-16 Adjudication Committee [email to members December 10, 2015 and January 7, 2016]

**CLOSING SESSION**

15. Adjournment

The Chair adjourned the meeting at 4:00 p.m.