

General Faculties Council
Executive Committee
Approved Minutes

Monday, May 02, 2011
3-15, UHALL
2:00 pm – 4:00 pm

ATTENDEES:

Carl Amrhein – Chair (Delegate), Dru Marshall (Delegate), Gerry Kendal, Nima Yousefi Moghaddam, Ed Blackburn, Lee Livingstone, Fay Fletcher, Sandra Davidge, André Plourde, Duane Szafron, Garry Bodnar (Coordinator), Deborah Holloway (Scribe)

PRESENTERS AND GUESTS:

Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee
Janine Andrews, Executive Director, Museums and Collections Services/University Archives
Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)
Deborah Eerkes, Director, Office of Student Judicial Affairs
Irene Hacke, Selection and Review Initiatives Manager, Office of the Provost and Vice-President (Academic)
Erin Hnit, Manager, Policy Standards Office
Bob Luth, Provost's Fellow and Associate Chair, Department of Earth and Atmospheric Sciences
Bob Picken, Manager, Insurance and Risk Assessment
Colleen Skidmore, Vice-Provost (Academic)
Philip Stack, Associate Vice-President (Risk Management Services)
Dima Utgoff, Director, Residence Services
Anita Yates, Assistant Dean (Administration), Faculty of Rehabilitation Medicine

OBSERVER:

Renee Elio, Associate Vice-President (Research)

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Members agreed to the Agenda as circulated.

2. Approval of the Minutes of March 7, 2011

Materials before members are contained in the official meeting file.

Motion: Livingstone/Blackburn

Discussion:

Regarding Item 6, *Death of a Member of the University Community – University Response*, a member

inquired whether advice had been sought from the University's Information and Privacy Office (IPO) regarding whether the *Freedom of Information and Protection of Privacy (FOIPP) Act* addresses dissemination of information to colleagues of a deceased community member and, if so, whether clarifying language had been added to the proposed Policy Suite. Subsequent to the March 7, 2011 GFC Executive Committee meeting, Ms Brough confirmed that, following consultation with the Information and Privacy Officer, the following statement had been added to both the Student Procedure and the Staff Procedure: "Communication with the community regarding the death will be done in consultation with the staff (or student) member's family."

THAT the GFC Executive Committee approve the Minutes of March 7, 2011.

CARRIED

3. Comments from the Chair (no documents)

The Chair provided comments of interest to members.

ACTION ITEMS

4. Off-Campus Activity and Travel Policy Suite (in UAPPOL)

Materials before members are contained in the official meeting file.

Presenters: Philip Stack, Associate Vice-President (Risk Management Services); Erin Hnit, Manager, Policy Standards Office; Bob Picken, Manager, Insurance and Risk Assessment

Purpose of the Proposal: To state the University's position on off-campus activities and travel and to provide direction and tools for planning safe travel experiences in a way that: recognizes the importance of travel; balances independence and academic freedom with managing risks; recognizes the independence of faculty, staff, and postdoctoral fellows; reduces liability to organizers/leaders by assisting them in assessing and managing risks; is consistent with existing practices across campus, including those of University of Alberta International, the Field Research Office, the Office of Insurance and Risk Assessment, and those of individual Faculties, Departments and Units.

Discussion:

Mr Stack introduced the item, noting that extensive consultation had been undertaken with the University community. He added that, while many of the requirements outlined in the proposal are in place across the University, currently no overarching policy exists.

During the ensuing discussion, the presenters addressed questions and concerns expressed by members concerning the following matters: whether a request for completion of a waiver form could be made in a case where the current risk level is deemed to be low; whether there would be impacts on insurance coverage when traveling to high-risk areas; clarity regarding the communication plan for the proposal; a suggestion to include a statement regarding the procedure for travellers who are advised by a University official to return to Canada and are unable to do so, as opposed to unwilling to do so; a suggestion to outline the expected timeline regarding the submission and approval of a waiver; the consequences if a University community member did not follow the Policy; where the source of liability would lie; whether health benefits could be impacted by failure to follow the Policy; a suggestion to define the approver; and whether the appropriate forms are currently available.

Mr Stack reported that the Association of Academic Staff: University of Alberta (AASUA) had reviewed and

accepted the proposed Policy Suite, with the following requests:

- That the Policy Suite be adopted as ‘temporary’ for one year and then reviewed. Mr Stack noted that Policy is not adopted on a temporary basis; he added that the Policy Suite would, however, be reviewed at the end of the first year subsequent to its implementation.
- As the Policy includes a recommendation to purchase personal travel insurance, the professional expense allowance for AASUA members should be increased. Mr Stack noted that this would be an issue that would be subject to the negotiation process between AASUA and the Board of Governors.

The presenters accepted ‘friendly’ amendments to the proposal.

Motion: Fletcher/Livingstone

THAT the GFC Executive Committee recommend to General Faculties Council the new Off-Campus Activity and Travel Policy (as set forth in Attachment 1 and as amended); Risk Assessment for Off-Campus Travel Involving Student Procedure (as set forth in Attachment 2); Off-Campus Activity and Travel Policy (Appendix A) Guidelines for Faculty, Postdoctoral Fellow and Staff Travel (as set forth in Attachment 3); and Off-Campus Activity and Travel Policy (Appendix B) Risk Assessment Matrix for Off-Campus Travel Involving Students (as set forth in Attachment 4), all submitted by the Associate Vice-President (Risk Management Services), to take effect upon final approval.

CARRIED

5. Art Acquisition and Commissioning Procedure (in UAPPOL)

Materials before members are contained in the official meeting file.

Presenter: Janine Andrews, Executive Director, Museums and Collections Services/University Archives

Purpose of the Proposal: Since 1912, the University of Alberta has collected outstanding works of art for the purposes of teaching, research, community engagement, enhancement of the University environment, and in support of the University’s vision and mission.

The Art Acquisition and Commissioning Procedure ensures established procedures are followed and the appropriate expertise and skills are available when adding works of art to the University of Alberta Art Collection. This assists the University in meeting its fiduciary, legal, and ethical obligations in maintaining a world-class collection of art in public trust.

Museum works of art, unlike other museum objects, have the potential to be acquired campus-wide thus requiring a procedure to ensure focused institutional collecting.

Discussion:

Ms Andrews presented the item, noting that the proposal is for creation of a new procedure; the *Museums and Collections Policy* is already in place. The proposal would bring clarity and guidance to the University campus, provides compliance with Provincial, national, and international legislations, and ensures accountability for these assets.

A brief discussion ensued regarding what is considered to be “art.”

The presenter received and accepted an editorial comment.

Motion: Davidge/ Moghaddam

THAT the GFC Executive Committee, acting under delegated authority from General Faculties Council, recommend to the Board of Governors the proposed Art Acquisition and Commissioning Procedure, an associated procedure of the University of Alberta Museums and Collections Policy, as submitted by the Executive Director of Museums and Collections Services/University Archives and as set forth in Attachment 1 (as amended), for inclusion in the University of Alberta Policies and Procedures On Line (UAPPOL), to be effective upon approval.

CARRIED

6. Proposed Amendments to the Composition of the Dean Selection/Review Committee for the Faculty of Rehabilitation Medicine (in UAPPOL)

Materials before members are contained in the official meeting file.

Presenters: Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee; Anita Yates, Assistant Dean (Administration), Faculty of Rehabilitation Medicine

Purpose of the Proposal: To amend the UAPPOL 'Composition of Dean Selection and Review Committees for Individual Faculties (Appendix A), Faculty of Rehabilitation Medicine', associated with the UAPPOL Selection of Faculty Deans Procedure, by updating categories of student and professional organization representation with changes determined by the Provost to be routine/editorial in nature:

Update student representation from listing one undergraduate student and one graduate student to listing two graduate students only, as the Faculty of Rehabilitation Medicine has graduate students only.

Update the mechanism for student representation selection to have one student represent the professional programs and one student represent the science programs.

Update the listing of professional organizations to reflect changes resulting from reorganization and new names and acronyms:

- Related to occupational therapy, the name was changed to Alberta College of Occupational Therapists (ACOT).
- Related to two formerly-separate physical therapy/physiotherapy organizations, the two combined to form the Alberta College and Association of Physiotherapists (ACAP).

Discussion:

The Chair introduced the item, noting an upcoming review of the Dean of the Faculty of Rehabilitation Medicine.

Ms Yates noted that the changes remove wording regarding undergraduate students as the Faculty now has only graduate students and updates the names of professional organizations. She added that these proposed changes had been approved by the Faculty Council.

In response to a question, Ms Yates explained that the distinction between the two graduate student representatives would be that one would represent students in the professional programs and the other would represent students in the thesis-based programs.

The presenter accepted two 'friendly' amendments.

Motion: Blackburn/Fletcher

THAT the GFC Executive Committee, acting under delegated authority from the Board of Governors and the General Faculties Council, approve the proposed changes to the composition of the Dean Selection/Review Committee for the Faculty of Rehabilitation Medicine, as submitted jointly by the Office of the Provost and the Faculty of Rehabilitation Medicine and as set forth in Attachment 1 (as amended), to take effect upon final approval.

CARRIED

7. Proposed Amendments to the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure (Regarding Committee Composition) (in UAPPOL)

Materials before members are contained in the official meeting file.

Presenters: Carl Amrhein, Provost and Vice-President (Academic) and Chair, and Irene Hacke, Selection and Review Initiatives Manager, Office of the Provost and Vice-President (Academic)

Purpose of the Proposal: Currently, the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure are inconsistent in their wording related to composition of selection/review committees. Traditionally, the processes for both kinds of committees have been the same. The proposed wording will bring the two procedures into alignment, providing clarity and consistency for future processes.

Discussion:

The Chair introduced the item by noting that the purpose of proposal is to make the wording of the Faculty Deans Procedure and the Review of Faculty Deans Procedure consistent in their wording.

During the ensuing discussion, the presenters addressed questions and concerns expressed by members concerning the following matters: whether changes initiated by the Provost would require approval by the Faculty Council or whether the Provost is the final authority; the distinction between the composition of the Selection Committee and the Review Committee; and the Provost's role in working with a Committee to address an imbalance in the composition.

The presenters accepted a 'friendly' amendment.

Motion: Davidge/Livingstone

THAT the GFC Executive Committee, acting under delegated authority from the Board of Governors and the General Faculties Council, approve the proposed changes to the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure (both in UAPPOL), as submitted by the Provost and Vice-President (Academic) and as set forth in Attachment 1 (as amended), to take effect upon approval.

CARRIED

8. Draft Agenda for the May 30, 2011 Meeting of General Faculties Council (GFC)

Materials before members are contained in the official meeting file.

Presenter: Carl Amrhein, Provost and Vice-President (Academic) and Chair

Purpose of the Proposal: For discussion/information.

Discussion:

The Chair presented the draft Agenda and requested suggestions from members regarding additional discussion items that might be added.

A member suggested that Dr Jane Drummond, Vice-Provost (Health Sciences Council), might provide a report to GFC regarding the nature of the academic programming being planned for the Edmonton Clinic Health Academy.

The Coordinator suggested that GFC members might benefit from a discussion of the status of the Assessment and Grading project underway with Dr Bob Luth, Provost's Fellow, in the lead. The Chair and other members of GFC Executive Committee instructed the Coordinator to contact Dr Luth and Dr Colleen Skidmore, Vice-Provost (Academic), to ascertain whether they were in support of this recommendation. [Subsequent to the May 2, 2011 GFC Executive Committee meeting, the Coordinator confirmed that Drs Luth and Skidmore agreed to bring this item forward to the meeting of GFC meeting of May 30, 2011.

Motion: Plourde/Davidge

THAT the GFC Executive Committee approve the Agenda, as ordered, for the GFC meeting of May 30, 2011.

CARRIED

DISCUSSION ITEMS

9. Residence-Specific Rules

Materials before members are contained in the official meeting file.

Presenters: Deborah Eerkes, Director, Office of Student Judicial Affairs; Dima Utgoff, Director, Residence Services

Purpose of the Proposal: To provide, as requested by General Faculties Council (GFC) and the Board of Governors, the set of residence-specific rules for information. These rules have been created (or migrated from GFC Policy Manual Section 98) under delegated authority from GFC and the Board of Governors to Residence Services and the applicable residence student association.

Discussion:

Ms Eerkes presented the item, noting that the document before members is the set of residence-specific rules; she added that a committee within each residence community developed the rules specific to their community. She stated that GFC Campus Law Review Committee (CLRC) had reviewed the item at its meeting of April 28, 2011 and editorial suggestions and typographical errors identified at that meeting had not been incorporated or corrected in the document currently before members. She also outlined the implementation and training plan that would take place in the coming months.

Mr Utgoff commented that the rules would be translated and made available in French as well as in English.

During the ensuing discussion, the presenters addressed questions and concerns expressed by members concerning the following matters: that intoxication is not allowed in public in four communities but is allowed in five communities; a suggestion that language regarding item 9.c in each of the sets of rules clarify that all

steps in the approved sequence must have been exhausted prior to a room transfer being taken under consideration; and an editorial suggestion regarding item 7.a in each of the sets of rules.

10. Assessment and Grading Update

Materials before members are contained in the official meeting file.

Presenters: Colleen Skidmore, Vice-Provost (Academic); Bob Luth, Provost's Fellow and Associate Chair, Department of Earth and Atmospheric Sciences

Purpose of the Proposal: For discussion/information.

Discussion:

Dr Luth reported that, during the Fall of 2010, he consulted broadly regarding the Executive Summary of the report drafted in the Spring of 2010. Beginning in January, 2011, a sub-committee of GFC Committee on the Learning Environment (CLE) has been revising the purposes and principles, translating the material into UAPPOL Policy and Procedure formats, and preparing to rescind current GFC Policy Manual Sections 52 (*Examinations*) and 61 (*Grading System*). He noted that GFC CLE has reviewed the draft (proposed) Policy Suite and that the draft *Calendar* language and procedures will be available shortly. A large group of members from the GFC Academic Standards Committee (ASC) is reviewing the materials as they progress, and those discussions will continue over the coming months. The draft of the Policy and Procedures will be revised during the Fall Term of 2011, and the documents are expected to move through the formal governance approval process in early 2012.

In response to a member's question, Dr Luth broadly outlined the proposed changes by noting that while currently the University employs both norm-referenced and non-norm-referenced systems, the student should be judged on the outcomes and the goals of the course.

11. Question Period

A member requested an update regarding the Fall Term Reading Week.

The Chair reported that the incoming President of the Students' Union would make this issue a priority. The Administration has a committee in place to work with the Students' Union. He affirmed that the staff associations would be involved in the discussions going forward. He added that the process and timing of the same had not been determined.

INFORMATION ITEMS

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

There were no items.

13. Information Items Forwarded to Committee Members Between Meetings

Approved Motions and Final Documents for the March 8, 2011 Meeting of the GFC Undergraduate Awards and Scholarship Committee (UASC) (E-Mailed to Members on April 28, 2011)

Approved Motions and Final Documents for the April 12, 2011 Meeting of the GFC Undergraduate Awards and Scholarship Committee (UASC) (E-Mailed to Members on April 28, 2011)

CLOSING SESSION

14. Adjournment

The Chair adjourned the meeting at 3:50 pm.