



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

General Faculties Council
Executive Committee
Approved Open Session Minutes

Wednesday, March 05, 2014
2-31 South Academic Building (SAB)
2:00 PM - 4:00 PM

ATTENDEES:

Voting Members:

Carl Amrhein	Chair (Delegate), President
Ed Blackburn	Member, Academic Staff, Member of GFC
Petros Kusmu	Member (Delegate), Students' Union Vice-President (Academic)
Lisa Collins	Member, Vice-Provost and University Registrar
Kaori Kabata	Member, Academic Staff, Member of GFC
Jeffry Kochikuzhyil	Member, Undergraduate Student (Elected from and by GFC)
Brent Epperson	Member (Delegate), 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
Olive Yonge	Member (Delegate), Provost and Vice-President (Academic)

Presenter(s):

Carl Amrhein	Provost and Vice-President (Academic) and Chair, GFC Executive Committee
Kathleen Brough	Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)
Lisa Collins	Vice-Provost and University Registrar
Bill Connor	Vice-Provost (Academic Programs and Instruction)
Steven Dew	Associate Dean (Research and Planning), Faculty of Engineering
Pat Schultz	Associate Registrar (Enrolment Management), Office of the Registrar
Kris Wells	Director, Programs and Services, Institute for Sexual Minority Studies and Services

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.

Presenter: Carl Amrhein

Discussion:

The Chair commented on several items relevant to the Agenda, including inclusion of the 'Students' Union (SU) Discussion Paper on General Faculties Council (GFC)' as part of Item 3: 'Comments from the Chair' and with reference to Item 6: 'Proposed UAPPOL Enrolment Management Policy and Procedure and the Annual Report for Undergraduate Enrolment'.

Following the Committee's vote to approve the Agenda, Mr Kusmu proposed to put forward a Motion to Reconsider the approval of the GFC Executive Committee Agenda to add as a discussion item the 'Students' Union (SU) Discussion Paper on General Faculties Council (GFC)' for both the current meeting as well as for the March 24, 2014 GFC meeting. Following a brief discussion surrounding this item, the Chair confirmed that the item would be discussed at today's meeting under Item 3: Comments from the Chair and that members would be asked, as is their legislative role, to decide whether the item should be included on GFC's March 24 meeting agenda--with these clarifications, Mr Kusmu, therefore, did not press forward with a Motion to Reconsider.

Motion: Kusmu/Blackburn

THAT the GFC Executive Committee approve the Agenda, as amended.

CARRIED

2. Approval of the Open Session Minutes of February 10, 2014

Materials before members are contained in the official meeting file

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

Motion: Epperson/Collins

THAT the GFC Executive Committee approve the Minutes of February 10, 2014.

CARRIED

3. Comments from the Chair

The Chair invited Mr Kusmu to brief members regarding the 'Students' Union (SU) Discussion Paper on General Faculties Council (GFC)'.

Mr Kusmu reported that this project was initiated by students in 2013 following concerns about appropriate student participation at GFC. He stated that the SU determined to review academic governance as a result and that students and various faculty members were consulted as part of the project, including members of the wider community *via* a web-based tool. He acknowledged the existence of the President's GFC Task Force and noted that, in the opinion of the SU, the two reviews did not compete and had separate aims. He quoted from the GFC Executive Committee's Terms of Reference in relation to the timeliness of adding this item to the March 14, 2014 GFC meeting Agenda, the last session held before the summer months when students were more likely to be absent from campus. He stated that the 'Discussion Paper' was intended to initiate discussion and was not a final document. He invited members to comment on the matter.

During this discussion, members provided a number of comments and questions in relation to this item, including, but not limited to: clarification about who had already received the SU's 'Discussion Paper'; support to hold a special GFC Executive Committee meeting to discuss both the SU's and the GFC Task Force's reviews of GFC; an expression of support for these items to be placed on the Agenda for GFC's

March 24, 2014 meeting; concerns related to sensitivity surrounding the timing of placing this item on the GFC Agenda and members' lack of preparedness in discussing this issue at today's meeting; clarification about possible Committee direction in relation to the Discussion Paper; commentary that the SU did attempt to try to place their 'Discussion Paper' on the Agenda for today's GFC Executive Committee meeting; clarification regarding the process in determining the Agenda items for today's meeting, including the suggestion that a meeting between the Chair and the proposers of the 'Discussion Paper' be held to address the SU's request to add this item to today's GFC Executive Committee Agenda; a request for the latest version of the 'Discussion Paper' to be distributed to members; and clarification about the SU's distribution of the 'Discussion Paper' to the wider community and the number of responses/feedback the SU had received to date on their document.

With the support of members, the Chair concluded that there would be a special meeting of GFC Executive Committee to discuss the Discussion Paper and that the members of the GFC Task Force would also be invited to attend. He noted that, at the specially-called meeting, he would likely pass the chair to Dr Yonge in order to participate freely in the discussion.

ACTION ITEMS

4. Draft Agenda for the March 24, 2014 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, GFC Executive Committee

Purpose of the Proposal: To approve the Agenda for the March 24, 2014 GFC meeting.

Discussion:

The Chair explained that, in order to properly and fully develop future policy surrounding institutional enrolment management within the University of Alberta Policies and Procedures On-Line (UAPPOL) environment, the draft policy statement alluded to in (proposed) Agenda Item 5 would be removed and that the 'Annual Report for Undergraduate Enrolment', singularly, should appear, instead, as a 'Discussion Item' on the Agenda. He also confirmed that the 'Students' Union (SU) Discussion Paper on GFC' could be added tentatively to the Agenda as a 'Discussion Item', pending the final decision of members on this issue at the special GFC Executive Committee meeting, to be scheduled sometime within the next week.

Members expressed a number of comments and questions in relation to the draft Agenda for the March 24, 2014 GFC meeting, including, but not limited to: clarification about the future of the Graduate Education item which was deferred from a previous GFC meeting; discussion regarding the separation of the UAPPOL policy development on enrolment management and the 'Annual Report for Undergraduate Enrolment'; and clarification surrounding the placement of the SU's 'Discussion Paper on GFC' on the Agenda.

Motion: Patten/Epperson

THAT the GFC Executive Committee, under delegated authority from General Faculties Council, approve tentatively the Agenda for the General Faculties Council Meeting of March 24, 2014, as amended, with final confirmation of this Agenda to occur at the time of a specially-called GFC Executive Committee meeting the week of March 10, 2014.

CARRIED

DISCUSSION ITEMS

5. GFC Committee on the Learning Environment (CLE) Subcommittee on Attributes and Competencies Final Report – Provision of Advice to the Office of the Provost

Materials before members are contained in the official meeting file.

Presenter(s): Bill Connor, Vice-Provost (Academic Programs and Instruction); Steven Dew, Associate Dean (Research and Planning), Faculty of Engineering

Purpose of the Proposal: To seek advice from the GFC Academic Standards Committee (ASC), GFC Executive Committee, General Faculties Council (GFC), and Deans' Council on how best to promote awareness of the list of graduate attributes set out in the GFC CLE Subcommittee on Attributes and Competencies' final Report approved by the GFC Committee on the Learning Environment (CLE) at its June 5, 2013 meeting and, in particular, to seek input on how these attributes might figure in the design of academic programming and courses.

Discussion:

Dr Connor provided a summary of this Report to members, noting that it had originated at GFC CLE and represented close to three years' of work by the subcommittee struck by that GFC standing committee to investigate further the matter of attributes and competencies. The final Report of the GFC CLE Subcommittee on Attributes and Competencies was endorsed by GFC CLE at its June 5, 2013 meeting. He acknowledged the hard work that went into the Report and stated that it contained useful information.

Dr Dew continued by noting the work undertaken by this subcommittee had been done in accordance with the University's Academic Plan, *Dare to Deliver*. He reiterated that the Report represented three years of collaborative work undertaken by members of that group and noted that the recommendations contained therein were intended to generate discussion at the institutional and Faculty levels on the possible inclusion of attributes and competencies in a wide range of academic programming. Further, he spoke to the various models of implementation, as noted with the Report.

During the discussion surrounding this item, members provided several comments and questions, including, but not limited to: support for the advancement of this project; clarification about current Faculty involvement; commentary that this is a relevant and timely issue within higher education, both nationally and internationally; clarification surrounding current Campus Alberta Quality Council (CAQC) requirements for new programs; a note that there might be more success if there were financial incentives for Faculties; clarification as to whether Administration or the Faculties 'own' the attributes and competencies; that leadership has become a focal point in the debate surrounding the recent interest in this issue; that there is a need to reference and acknowledge leadership in relation to the wording of the competencies and attributes; that the Provincial Government is very much interested in this matter; that there is an opportunity to collaborate widely on this subject; and an expression of support for initiatives of the Faculty of Graduate Studies and Research (FGSR) on this issue.

6. Proposed UAPPOL Enrolment Management Policy and Procedure and the Annual Report for Undergraduate Enrolment

Materials before members are contained in the official meeting file.

Presenter(s): Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee; Lisa Collins, Vice-Provost and University Registrar; Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic); Pat Schultz, Associate Registrar (Enrolment Management), Office of the Registrar

Purpose of the Proposal: To discuss the format and content of the annual report on undergraduate enrolment and the new draft University of Alberta Policies and Procedure On-Line (UAPPOL) policy and procedure on enrolment management, replacing the current Section 50 (Enrolment Management) of the GFC Policy Manual.

Discussion:

The Chair invited presenters to comment on the Annual Report for Undergraduate Enrolment, adding that he would address the policy development surrounding University enrolment management afterward.

Ms Collins introduced Ms Schultz to members and provided a brief summary of the history of enrolment data at the University of Alberta. She explained that the Report, generated by the Office of the Registrar, provides basic information which largely focuses on undergraduate student enrolment; she added that the Faculty of Graduate Studies and Research (FGSR) manages data related to graduate student enrolment. She provided highlights from the Report, including information related to the undergraduate full-load equivalent (FLE) forecasts; Faculty-specific enrolment management; competitive averages for admission; selectivity and yield; from where the University's students are coming; and international student enrolment and retention.

Ms Schultz stated that she has been working with the University's Office of Strategic Analysis on this project as well as utilizing centrally-stored institutional data and that this work has led to an increased knowledge of the overall student population at the University of Alberta, all in very rewarding manner.

In relation to the development of the enrolment management policy within the UAPPOL environment, the Chair reported on the historical context of moving legacy documents into formal UAPPOL policies and/or procedures, emphasizing that the process requires wide consultation, deliberation, and time for appropriate development. He noted that, although the initial impression was that this policy would be fairly easy to draft, upon deeper reflection, several problematic issues came to light, including the intent of the policy suite, shared accountability, and that some of the concepts surrounding enrolment management are extremely complex and widely misunderstood. He concluded that other legacy documents have taken years to be transitioned into UAPPOL and that this one appears to be no different and, hence, will require additional time and consultation to ensure it is properly addressed.

Ms Brough stated that there are existing policies and procedures regarding admissions in UAPPOL which could also be amended to add clarity and consistency.

Ms Collins added that enrolment management impacts several key considerations at the University of Alberta including capacity, recruitment, international and national student balance, access, funding, and quality. She noted that the existing tools with regard to enrolment management are not perfect and are based on projections.

During the discussion surrounding this item, members provided a number of comments and questions, including, but not limited to: clarification about the order of discussion on this topic; concerns from the Graduate Students' Association (GSA) regarding formal definitions of key words related to this issue; that GFC is the appropriate forum for this discussion to occur; commentary that GFC members did not have the opportunity to formally approve the Fall Term Reading Week proposal and, as such, they deserved a chance to determine this policy formally; that the GFC Academic Planning Committee (APC) should play a part in this policy's development; and clarification surrounding the approval route of the Comprehensive Institutional Plan (CIP) and the information on enrolment contained therein.

7. Safe Spaces Campus Climate Report: Gauging the Environment for Sexual and Gender Minorities at

the University of Alberta

Materials before members are contained in the official meeting file.

Presenter: Kris Wells, Director, Programs and Services, Institute for Sexual Minority Studies and Services

Purpose of the Proposal: To provide the University with an update on the findings of the Safe Spaces Campus Climate Report, including areas of success and areas of ongoing need.

Discussion:

Dr Wells provided a brief synopsis of the Safe Spaces Campus Climate Report, which, he noted, was the first of its kind at the University of Alberta. He reported that, in 2011, the Institute for Sexual Minority Studies and Services (iSMSS) developed a survey to assess the climate on the University's campuses in relation to undergraduate student opinions surrounding sexual orientation, gender identity, and gender expression issues. He noted that this survey was sent to a random cohort of undergraduate students.

He explained that with support from the Dean of Students, the Safe Spaces survey was sent to a random sample of 10,000 undergraduate students and had an impressive response of 2,046 students who completed the survey, which represents one of the largest and most comprehensive surveys of its kind to be conducted at a post-secondary institution in Canada. The survey examined the following key areas: student demographics (with 17% of survey respondents identifying as sexual and gender minorities); campus atmosphere; perceptions of acceptance and safety; prevalence and impact of homophobic and transphobic language and attitudes; experiences of coming out; impacts of hetero and gender normativity; and views about the inclusiveness of campus facilities (eg, residences, campus athletics, and sports teams).

Dr Wells commented the survey responses resulted in the identification of seven key findings and themes, and 26 recommendations were made in the following areas: (1) Institutional Supports; (2) Academic Resources; (3) Student Services; and (4) Campus Protective Services. Dr Wells provided numerous statistics and quotes from the survey data and provided several examples of current and future endeavors aimed at addressing some of the issues identified through the survey and to raise awareness of some of these issues.

During the discussion surrounding this item, members provided a number of comments and questions, including, but not limited to: clarification surrounding the history of iSMSS in relation to its home Faculty; details surrounding the raising of the Pride Flag on the University's Administration Building and the recent raising of Pride Flags by the City of Edmonton and the Province of Alberta; an update from the University Registrar on how the Office of the Registrar has responded or plans to respond to some of the issues within the Report, particularly in relation to student records and transcripts; expressions of support and commendation for this Report; that the Students' Union (SU) is also investigating gender-related issues; and that some of the survey results warrant further reflection (eg, the identification of pedagogical barriers in the classwork for individuals who identify as members of a sexual minority).

8. Question Period

There were no questions.

INFORMATION REPORTS

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

There were no items.

10. Information Items Forwarded to Committee Members Between Meetings

There were no items.

CLOSING SESSION

11. Adjournment

The Chair adjourned the meeting at 4:20 pm.