General Faculties Council
Executive Committee
Approved Open Session Minutes

Wednesday, November 12, 2014
2-31 South Academic Building (SAB)
8:00 AM - 10:00 AM

## ATTENDEES:

Voting Members:

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| Carl Amrhein | Chair (Delegate), President |
| Ada Ness | Member (Delegate), Vice-Provost and University Registrar |
| Duncan Elliott | Member, Academic Staff, Member of GFC |
| Colin More | Member, Vice-President (Academic), Graduate Students' Association |
| Norma Nocente | Member, Academic Staff, Member of GFC |
| Kathryn Orydzuk | Member, Vice-President (Academic), Students' Union |
| Steve Patten | Member, Academic Staff, Member of GFC |
| Fahim Rahman | Member, Undergraduate Student Representative, Member of GFC |
| Sean Robertson | Member, Academic Staff, Member of GFC |
| Wendy Rodgers | Member, Academic Staff, Member of GFC |
| Mirko van der Baan | Member, Academic Staff, Member of GFC |
| Jonathan White | Member, Academic Staff, Member of GFC |
| Olive Yonge | Member (Delegate), Provost and Vice-President (Academic) |

Presenter(s):

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| Carl Amrhein | Provost and Vice-President (Academic) and Chair, GFC Executive Committee |
| Nathan Andrews | President, Graduate Students' Association |
| Lorne Babiuk | Vice-President (Research) |
| Anne Bailey | Director, Internal Communications, Office of the Vice-President (University Relations) |
| Kathleen Brough | Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic) |
| Joanna Harrington | Associate Dean, Faculty of Graduate Studies and Research |
| Sheree Kwong See | Director, Centre for Teaching and Learning |
| William Lau | President, Students' Union |
| Brenda Leskiw | Chair, GFC Academic Standards Committee (and Associate Vice-Provost (Academic Programs and Instruction)) |
| Colin More | Member, *Ad Hoc* Working Group on GFC Discussion (and Member, GFC Executive Committee) |
| Ada Ness | Associate Registrar (Enrolment Services), Office of the Registrar |
| Steve Patten | Member, *Ad Hoc* Working Group on GFC Discussion (and Member, GFC Executive Committee) |
| Lynn Penrod | Executive Director, Research Ethics Office |
| Fahim Rahman | Member, *Ad Hoc* Working Group on GFC Discussion (and Member, GFC Executive Committee) |
| Anna Vocioni | Assistant Registrar, Office of the Registrar |

Olive Yonge                          Deputy Provost (and Delegate of the Provost and Vice-President
                                     (Academic))

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*: Olive Yonge, Deputy Provost

Discussion:
Dr Yonge served as Acting Chair, pending Dr Amrhein's arrival.  (Dr Amrhein joined the meeting at 8:40 am
and assumed the chair at that time.)

Mr Bodnar proposed that the Agenda be reordered to accommodate presenters' schedules.

Motion:  Patten/More

| THAT the GFC Executive Committee approve the Agenda, as reordered. |
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| **CARRIED** |

2.    Approval of the Open Session Minutes of September 8, 2014

Materials before members are contained in the official meeting file

*Presenter*: Olive Yonge, Deputy Provost

Motion:  White/Robertson

| THAT the GFC Executive Committee approve the Minutes of September 8, 2014. |
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| **CARRIED** |

3.    Comments from the Chair

There were no comments from either the Deputy Provost or the Provost, upon his arrival.

## ACTION ITEMS

4.    Recording Lectures - Proposed Changes to Section 23.4 (Evaluation Procedures and Grading
      System) of the University Calendar

Materials before members are contained in the official meeting file.

*Presenter(s)*: Brenda Leskiw, Chair, GFC Academic Standards Committee (and Associate Vice-Provost
(Academic Programs and Instruction)); Sheree Kwong See, Director, Centre for Teaching and Learning

*Purpose of the Proposal*: To update the required statement in course outlines detailing recording of course content to reflect changes in the learning environment. Since the original wording was proposed to Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar, students and instructors are more actively engaged in creating digital content, and this content is in need of safeguarding. Further clarification is needed in the wording to outline the conditions under which such material can be used and the permissions required for use.

*Discussion*:
Dr Leskiw provided members with a brief introduction of this item, noting that the proposed changes to Section 23.4 of the University Calendar were reviewed and recommended recently by members of the GFC Academic Standards Committee (ASC).

Dr Kwong See reported that the current wording of Section 23.4 tends to focus on students and materials, but does not reflect the new realities of the digital learning environment. She stated that during the process of developing this proposal, she had engaged in wide consultation.

During the discussion surrounding this proposal, members provided a number of comments and questions, including, but not limited to: clarification regarding content which may require safeguarding; whether uploading to YouTube transfers copyright to YouTube; that there are concerns about student privacy in classrooms where sessions are recorded, and whether asking students for consent would stifle discussion; clarification on how this policy revision would be communicated and enforced; whether there are existing policies in relation to recording lectures; clarification on existing privacy laws in relation to recording individuals' conversations; expressions of support for this proposal, with reference to the larger issues at play, including concern that resources have to be posted on a secure media server; that privacy laws do not translate easily into the area of copyright; whether the issue of copyright should be addressed; whether students waive copyright on their own comments; that this policy could include a link to the other policies surrounding intellectual property; whether student comments constitute content; that there is no obligation to record classes; and clarification regarding ethics approval in relation to recorded classroom activities used subsequently for research purposes.

Motion: Nocente/Robertson                                                                 (Opposed: Elliott)

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar, as submitted by the Director of the Centre for Teaching and Learning and as set forth in Attachment 1, to be effective upon approval.

**CARRIED**

5.   Clarifying the Procedure for Handling Complaints of Research and Scholarship Misconduct Lodged Against Students – Proposed Changes to Sections 30.3.2(4) and 30.6.2(4) of the Code of Student Behaviour

Materials before members are contained in the official meeting file.

*Presenter*: Joanna Harrington, Associate Dean, Faculty of Graduate Studies and Research

*Purpose of the Proposal*: To remove the confusion for students, professors, Associate Chairs (Graduate Studies), the Student OmbudService (SOS), Associate Deans, and the Discipline Officers that currently exists as to the procedure to be followed when investigating and adjudicating a complaint of research and scholarship misconduct that has been lodged against a student (usually a graduate student) and to ensure

that the same procedure is followed for dealing with the academic offence of research and scholarship misconduct *vis-à-vis* a student as with other kinds of academic offences (such as plagiarism and cheating).

*Discussion*:
Dr Harrington provided members with a brief summary of this proposal, noting that the proposed changes to the Code of Student Behaviour, with corresponding changes to the UAPPOL Research and Scholarship Integrity Policy and its associated procedures (as set out in Agenda Item 6 before members), will serve to remove confusion and clarify the procedure to be followed when investigating and adjudicating a complaint of research and scholarship misconduct lodged against a student. She stated that the proposal's intent is to remove confusion for students as well as those who teach and advise them.

Motion:  Patten/Orydzuk

| THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to the Code of Student Behaviour (Sections 30.3.2(4) (Offences Under the Code/Research and Scholarship Misconduct) and 30.6.2(4) (Procedures for Appeal of Decisions to the University Appeal Board (UAB)/Terms of Reference and Powers), as submitted by the Faculty of Graduate Studies and Research (FGSR) and as set forth in Attachment 1, to take effect upon final approval. |
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| **CARRIED** |

6.    Proposed Revisions from the Office of the Vice-President (Research) to the UAPPOL Research and Scholarship Integrity Policy

Materials before members are contained in the official meeting file.

*Presenter(s)*: Lorne Babiuk, Vice-President (Research); Lynn Penrod, Executive Director, Research Ethics Office

*Purpose of the Proposal*: To revise UAPPOL policy and procedure related to research and scholarship integrity so that it aligns with the changes to the Code of Student Behaviour considered on this occasion by the GFC Executive Committee (as set out in Agenda Item 5 before members).  The current wording in the Code of Student Behaviour and in the UAPPOL Research and Scholarship Integrity Policy is somewhat ambiguous, and (proposed) changes to both the Code and the UAPPOL make it clear that any students in this situation would be handled under processes contained in the Code.

*Discussion*:
Dr Babiuk explained that, as *per* the now-approved proposal to amend Sections 30.3.2(4) and 30.6.2(4) of the Code of Student Behaviour (see Item 5 above), this proposal contains consequential changes to the UAPPOL Research and Scholarship Integrity Policy and its procedures, all of which will serve to remove current ambiguities and alleviate confusion for students, faculty, and staff.

Motion:  Rodgers/Robertson

| THAT the GFC Executive Committee, under delegated authority from General Faculties Council, recommend to the Board Learning and Discovery Committee proposed changes to the UAPPOL Research and Scholarship Integrity Policy, as submitted by the Office of the Vice-President (Research) and as set forth in Attachment 1, to take effect upon final approval. |
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| **CARRIED** |

7.    2015-2016 Academic Schedule

Materials before members are contained in the official meeting file.

*Presenter(s)*: Ada Ness, Associate Registrar (Enrolment Services), Office of the Registrar; Anna Vocioni, Assistant Registrar, Office of the Registrar

*Purpose of the Proposal*: To provide deadline dates for the 2015-2016 Academic Year.

*Discussion*:
Ms Ness introduced herself and Ms Vocioni to members and explained that the GFC Executive Committee considers the annual Academic Schedule for approval each year.  She highlighted the inclusion, for the first time, of the Fall Term Reading Week in the 2015-2016 Academic Schedule.

Members, during the discussion in relation to this item, expressed a number of comments and questions, including, but not limited to:  a suggestion for a minor revision to punctuation on page 5 of the document (which was accepted by the proposers and by members as a 'friendly amendment'); clarification surrounding the number of required lectures for Faculties which are externally accredited; clarification relating to the deadline to opt out of the Fall Term Reading Week; confirmation that the Dean of the Faculty of Engineering is supportive of Fall Term Reading Week; expressions of support for the inclusion of the Fall Term Reading Week; commentary that teaching before Labour Day is not advisable; clarification that this proposal is not intended to approve the inclusion of a Fall Term Reading Week, as this matter had a separate approval route and is already deemed approved; that the dates of the Fall Term Reading Week may change each year, depending on the Academic Schedule under consideration; and commendation for the work that went into the preparation of this proposal and the supporting documentation provided.

Motion:  Orydzuk/Nocente

> THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Academic Schedule for 2015-2016, as submitted by the Vice-Provost and University Registrar and as set forth in Attachment 5, and, in doing so, empower the Registrar to make any editorial changes as needed as long as the changes do not have the force of policy, to be effective upon final approval.
>
> **CARRIED**

8.    Proposed Changes to the Composition of the Selection/Review Committees for the Dean of the Faculty of Arts

Materials before members are contained in the official meeting file.

*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)

*Purpose of the Proposal*: To amend UAPPOL Composition of Dean Selection and Review Committees for Individual Faculties (Appendix A), Faculty of Arts, of the UAPPOL Faculty Deans Selection Procedure, with an update to the name of the student association in the Faculty of Arts and the removal of reference to the Arts Administrators Council as the mechanism by which the Administrative Professional Officer (APO) is chosen for the Committee. Not all APOs in the Faculty of Arts now sit on the Council.

*Discussion*:

Ms Brough explained that the changes within this proposal are minor and relate to updating the name of the student association in the Faculty of Arts and removing reference to the Arts Administrative Council as the body which choses the APO to serve on selection or review committees for the Dean of the Faculty of Arts.

A member enquired whether the Faculty will be conducting electronic votes to populate these committees (when struck). Another member suggested that it is wise to not constrain how the voting is carried out within the Faculty.

Motion: Rahman/More

THAT the GFC Executive Committee approve, under delegated authority from the Board of Governors and General Faculties Council, proposed changes to the composition of the Selection and Review Committees for the Dean of the Faculty of Arts, 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**

9. Draft Agenda for the November 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 next GFC meeting to be held on Monday, November 24, 2014.

*Discussion*:
Dr Amrhein invited members to review the draft Agenda for the November 24, 2014 meeting of General Faculties Council (GFC), adding that GFC member Professor Carolyn Sale's request for a presentation on the new University of Alberta Budget Model, made at the last meeting of Council held on September 22, 2014, would not be accommodated, as there were no further details to provide at this point in time and, further, a 'Town Hall' was being considered by the Senior Administration in relation to this specific topic.

Members provided a number of comments and questions in relation to the draft Agenda, including, but not limited to: clarification on how an emergency GFC meeting would be organized; whether the budget item constitutes an emergency; the suggestion that a new institutional budget model should come before GFC, not just the Board of Governors; expressions of support for a 'Town Hall' format; and a suggestion to include this explanation at the GFC meeting.

The Chair, in response to the final point raised, noted that Ms Phyllis Clark could provide this explanation at the November GFC meeting.

Motion: Orydzuk/Rodgers

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the November 24, 2014 meeting of General Faculties Council (GFC), as set forth in Attachment 1.

**CARRIED**

## DISCUSSION ITEMS

10. Discussion Topics for Meetings of General Faculties Council (GFC) – Report of the *Ad Hoc* Working Group (of the GFC Executive Committee)

Materials before members are contained in the official meeting file.

*Presenter(s)*: Colin More, Member, *Ad Hoc* Working Group on GFC Discussion (and Member, GFC Executive Committee); Steve Patten, Member, *Ad Hoc* Working Group on GFC Discussion (and Member, GFC Executive Committee); Fahim Rahman, Member, *Ad Hoc* Working Group on GFC Discussion (and Member, GFC Executive Committee)

*Purpose of the Proposal*: To discuss a report provided by members of the *Ad Hoc* Working Group (of the GFC Executive Committee) tasked with considering, in detail, a proposal submitted by President Indira Samarasekera (and Chair, General Faculties Council (GFC)) prior to the September 8, 2014 meeting of the GFC Executive Committee regarding revitalization of discussion at GFC meetings. The documentation before members (ie, specifically, Attachment 1) summarizes members' discussion on this issue at a meeting called on September 29, 2014 and provides a series of reflections on how such discussions, as envisioned by the President, might occur at future Council meetings. The Working Group presents this item to the GFC Executive Committee for further discussion and, in addition, members will be asked to determine 'next steps' for this item, including possible discussion at the November 24, 2014 GFC meeting.

Discussion:
Mr More provided members with an outline of the Report, noting that the members of the Working Group achieved consensus on the proposal, except for the issue of the introduction of Motions during the proposed discussion period.

Professor Patten explained that the difficulty in making a final determination with regard to rules around Motions introduced during this proposed discussion period is that the GFC Executive Committee retains delegated authority over the agendas for GFC and, therefore, should retain some level of control over the issues brought forward during this period as well as selecting individuals to speak to the issues. He recommended a soft approach to the issue of Motions, including clarifying that, as set out in her original proposal, Dr Samarasekera did not envision Motions allowed during the course of the discussion period and that attempts to introduce Motions could be subsequently managed by the Chair. He noted, as well, that it is difficult to know in advance how many of these discussion periods can be added to GFC agendas in a given academic year.

Mr Rahman added that the Working Group did not establish mechanisms for vetting proposals, Motions, and how to schedule items into the discussion period.

Members provided a number of comments and questions in relation to this item, including, but not limited to: that members may want to introduce Motions as a way to act on issues and that a mechanism to pre-empt this could be built into the rules surrounding the discussion period; a suggestion to present GFC members with these outstanding questions; clarification regarding the procedural rules of GFC in relation to the introduction of Motions; that banning Motions outright will create other problematic issues and a suggestion to clearly describe the mandate of this discussion period by explaining that it is about discussion and debate, not decision-making; and clarification on the best method to present the Report to members of GFC.

The Chair requested that a member of the Working Group summarize the exact proposal, so that it can be presented to GFC.

Mr Bodnar provided members with advice regarding the presentation of the proposal at GFC.

11.     Goals (2014-2015) of the Students' Union (SU) and the Graduate Students' Association (GSA) – Brief Introduction

11.1    Goals from the Students' Union (SU)

Materials before members are contained in the official meeting file.

*Presenter*: William Lau, President, Students' Union (SU)

*Purpose of the Proposal*: To communicate to the Board Learning and Discovery Committee (BLDC), the GFC Executive Committee, and General Faculties Council (GFC) the SU's goals for the year (2014-2015) and how the SU Executive team plans to improve the life of students at the University of Alberta.

*Discussion*:
Mr Lau introduced himself to members and explained that the material provided clearly explains the Students' Union (SU) five key goals for 2014-15.  He provided members with more details in relation to these goals, under the categories of:  Student Success; Affordability; Engaging Community; Growing Partnerships; and Building a Better Students' Union.

He explained that another focus will be on open educational resources, and Ms Orydzuk added that they have instituted a campaign directed towards students and instructors in relation to electronic teaching materials, access codes to additional course resources, and working with Libraries to ensure that electronic textbooks are available in the Libraries. She explained that the cost for access codes is onerous to students.

Mr Lau stated that they have focused on assessing their communication strategy towards the student body. He explained that the SU will attempt to broaden relationships with key partners with an aim to write a white paper about the undergraduate student experience.

During the discussion surrounding this item, members expressed a number of comments and questions, including, but not limited to:  clarification regarding the issues surrounding access codes; that there has been negative feedback from students with respect to e-resource materials and that affordability does not always translate into better quality of education, according to Universal Student Ratings of Instruction (USRI) responses; clarification whether this discussion relates to open source textbooks or a publisher's online version of a textbook, as there is a difference between the two versions; that the platform for usage is usually problematic, as opposed to content; clarification surrounding how the SU will evaluate success for these goals; and clarification on how the SU intends to increase more women within their organization.

11.2    Goals from the Graduate Students' Association (GSA)

Materials before members are contained in the official meeting file.

*Presenter*: Nathan Andrews, President, Graduate Students' Association (GSA)

*Purpose of the Proposal*: To brief the Board Learning and Discovery Committee (BLDC), the GFC Executive Committee, and General Faculties Council (GFC) on the key priorities for 2014-2015 identified by the GSA in its Strategic Work Plan (SWP).

*Discussion*:

Mr Andrews thanked members for their attention and provided them with a summary of the Graduate Students' Association (GSA) goals for 2014-15, including: creating professional development opportunities for graduate students; continued engagement surrounding financial support of post-secondary education; support for a strong Faculty of Graduate Studies and Research; continued partnerships in relation to the items on the Final Report of the Graduate Student Supervision Task Force; increased services for international students; maintaining a strong advocacy presence in the areas of Municipal, Provincial and Federal Governments; and continued work with the University surrounding education, compliance, and dispute resolution associated with the Collective Agreement. He also noted that the GSA strives to maintain their Bylaws and has created a successful program for graduate students to achieve training surrounding governance and leadership.

12.    Dare to Discover (D2D) Report Card – Academic Year 2013-2014

Materials before members are contained in the official meeting file.

*Presenter*: Anne Bailey, Director, Internal Communications, Office of the Vice-President (University Relations)

*Purpose of the Proposal*: The Dare to Discover (D2D) Report Card – Academic Year 2013-2014 provides an overview of the many and diverse initiatives undertaken at the University of Alberta between April 1, 2013 and March 31, 2014, including qualitative and quantitative indicators of our progress against Board of Governors' metrics. The primary audience for the Report Card is the Board of Governors, but it is a public document that is distributed widely. This discussion is an opportunity for the GFC Executive Committee to learn more about some of the aforementioned University initiatives indicators used to measure institutional progress against relevant metrics.

*Discussion*:
Ms Bailey provided an overview of the Report Card to members, adding that this document is submitted on an annual basis to the Board of Governors. She stated that the Report Card contains status updates surrounding the goals within *Dare to Discover* and sets out various examples from a number of the Faculties on how those strategic goals are being achieved across the campuses of the University of Alberta.

Ms Bailey continuing by providing members with a summary of the main content of the Report Card and explained that the document, in its final form, is in digital format only, located on the President's website.

During the discussion surrounding this Report, members provided a number of comments and questions, including, but not limited to: clarification surrounding the term "substantial student impact"; commendation on the document; that the Report Card could include more with regard to teaching and learning; commentary that there is not yet evidence that the Peter Lougheed Leadership College will benefit students; whether changes can be made to the document at this point; that the Students' Union (SU) would like to make suggestions on the content of next year's version of the document; that this Report contains impressive facts but that quick growth can sometimes be unsustainable; whether institutional rankings should be a consideration; clarification on how achievements are selected for inclusion within this Report Card; clarification with regard to the capitalization of the word "Indigenous" in the document; a suggestion to remove the term "aboriginal" from the document; and clarification surrounding the comparisons to American universities in the document.

Ms Bailey thanked members for their comments and indicated she would make note of them for possible future iterations of the document, although she acknowledged this may be the last Report Card produced prior to the end of Dr Samarasekera's presidency.

13.   Waiver of Advertising Requirements: Report to General Faculties Council

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*: This report fulfills General Faculties Council (GFC) reporting requirements.

*Discussion*:
The Chair provided members with a brief summary of the Report, adding that the current trend towards the low number of waivers is an unhealthy sign of the state of the University's staff complement and recruitment thereof.

A member noted that Faculties are losing Administrative Professional Officer (APO) positions and that this, in his opinion, has been detrimental to the affected units.

14.   Question Period

There were no questions.

**INFORMATION REPORTS**

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

-   NOMINATION | Teaching and Learning Enhancement Fund (TLEF) – 2014-15 Adjudication Committee [E-Mailed to Members on October 30, 2014]
-   "Time-Sensitive" | 2014-15 Selection Committee for Dean (Faculty of Education) Membership Replenishment [E-Mailed to Members on October 30, 2014]

16.   Information Items Forwarded to Committee Members Between Meetings

There were no items.

**CLOSING SESSION**

17.   Adjournment

The Chair adjourned the meeting at 10:10 am.