



# UNIVERSITY OF ALBERTA UNIVERSITY GOVERNANCE

General Faculties Council  
Executive Committee  
Approved Open Session Minutes

Monday, January 14, 2019  
2-31 South Academic Building (SAB)  
2:00 PM - 4:00 PM

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## **ATTENDEES:**

David Turpin, Chair  
Masoud Aliramezani  
Akanksha Bhatnagar  
Lesley Cormack  
Steven Dew  
Duncan Elliott  
Bill Foster  
Sean McMurtry

Al Meldrum  
Melissa Padfield  
Eleni Stroulia  
Nathan Sunday

## **REGRETS:**

Mary Forhan  
Brent Swallow

## Staff:

Meg Brolley, GFC Secretary  
Marion Haggarty-France,  
University Secretary  
Heather Richholt, Scribe

## **OPENING SESSION**

1. Approval of the Agenda  
- Introduction of Consent Agenda

Materials before members are contained in the official meeting file.

The Chair drew members' attention to the consent agenda items and noted that during consultations by the *ad hoc* committee, the possibility of adding a consent agenda to regular practice was raised as a means to streamline routine items and allow more time for discussion of bigger issues. He noted that items in the consent agenda are non-controversial and are dealt with in a single motion with no discussion. He indicated that members may contact Governance two business days in advance of the meeting to have an item moved to the regular agenda. The Chair noted that items 4 and 5 in the consent agenda were coming as recommendations from the GFC Academic Planning Committee.

Motion: Padfield/Meldrum

That the GFC Executive Committee approve the agenda.

**CARRIED**

2. Comments from the Chair (no documents)  
- Update on Board/GFC/Senate Summit  
- For the Public Good Performance Measures Report

The Chair noted that both provincial and federal elections would be held this year and that there was no date yet for a provincial budget announcement. He indicated that the university would proceed as usual with its budget in order to reach the Board of Governors in March. He stated that the university was proceeding with a 0% planning assumption and would respond appropriately once the provincial budget was approved.

The Chair reminded members that the Board/GFC/Senate Summit was scheduled for January 25, 2019 and that the deadline to RSVP was January 15th. He noted that the topic was *The Case for Post-Secondary Institutions: Public Perceptions of Universities in an Election Year*. He further noted that lunch would be served at the

beginning of the session to enable members to get to know their colleagues from the other bodies. This would be followed by discussion and presentations from Steve Patten, a Political Science Professor from the University of Alberta and Bruce Anderson, from Abacus Data.

*Discussion:*

Members discussed Aboriginal enrollment targets from the performance measures report and current strategies to boost numbers, as well as the data available regarding why students choose to voluntarily withdraw.

**CONSENT AGENDA**

Motion: Cormack/Stroulia

3. Approval of the Open Session Minutes of December 10, 2018

Materials before members are contained in the official meeting file.

THAT the GFC Executive Committee approve the minutes of December 10, 2018.

**CARRIED**

4. Proposed Revisions to the Animal Ethics Policy and Procedures

Materials before members are contained in the official meeting file.

*Purpose of the Proposal:* To recommend revisions to the Animal Ethics Policy and Procedures

THAT the GFC Executive Committee recommend to General Faculties Council the proposed revisions to the Animal Ethics Policy and Procedures, as recommended by the GFC Academic Planning Committee.

**CARRIED**

5. Proposal from the Faculty of Arts to terminate the Bachelor of Arts and Bachelor of Arts (Honors) in Chinese Studies and Japanese Studies, the Bachelor of Arts in Chinese and Japanese, and the minors in Chinese and Japanese

Materials before members are contained in the official meeting file.

*Purpose of the Proposal:* The proposal is before the committee to terminate the program. Admission and transfer into the program has been suspended since 2015.

THAT the GFC Executive Committee recommend to General Faculties Council the termination of the Bachelor of Arts and Bachelor of Arts (Honors) in Chinese Studies and Japanese Studies, the Bachelor of Arts in Chinese and Japanese, and the minors in Chinese and Japanese, as recommended by the GFC Academic Planning Committee, as submitted by the Faculty of Arts, and as set forth in Attachment 1, to be effective July 2019.

**CARRIED**

**ACTION ITEMS**

6. Proposed Revisions to Standing Committee Terms of Reference - GFC University Awards and Scholarship Committee (UASC) including a name change to GFC Undergraduate Awards and Bursaries Committee (UABC)

Materials before members are contained in the official meeting file.

*Presenter(s):* Frank Robinson, Chair, GFC Undergraduate Awards and Scholarship Committee

*Purpose of the Proposal:* The proposal is before the committee to approve the revised terms of reference for the GFC UASC.

*Discussion:*

Dr Robinson gave a brief overview of the proposed changes including a name change to the Undergraduate Awards and Bursaries Committee (UABC) and revisions to the committee composition.

Members asked about the continuing work of the committee on its delegated authority and about the GFC Nominating Committee's role in recruiting a diverse mix of student members for UABC.

Motion: Foster/Stroulia

THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed changes to the GFC Undergraduate Awards and Scholarship Committee Terms of Reference including a name change to the GFC Undergraduate Awards and Bursaries Committee (UABC) as set forth in Attachment 1, and as recommended by the GFC Undergraduate Awards and Scholarship Committee, to take effect July 1, 2019.

**CARRIED**

7. Proposed Terms of Reference for the Council on Student Affairs (COSA)

Materials before members are contained in the official meeting file.

*Presenter(s):* Tammy Hopper, Vice-Provost (Programs); Akanksha Bhatnagar, Vice-President (Academic), Students' Union; Masoud Aliramezani, Vice-President (Academic), Graduate Students' Association

*Purpose of the Proposal:* The proposal is before the committee to approve new terms of reference for the Council on Student Affairs (COSA) and to provide direction to the GFC Executive Committee to review the operation of COSA after three years to ensure that it is working as an effective body to hear the student voice and should be continued or, if not, that it should be disbanded.

*Discussion:*

Dr Hopper noted that the Transition Committee revised the committee composition in response to early consultation with GFC on November 26.

Mr Aliramezani noted that the Indigenous Graduate Students' Association (IGSA) had sent a request that morning to add the IGSA president as another ex-officio voting member to COSA's composition.

During the discussion, members expressed several comments and questions, including but not limited to: that the Aboriginal Student Council (ASC) is open to both undergraduate and graduate students; that ASC supports IGSA's request; how graduate and undergraduate concerns and needs can be different; when it is appropriate to make decisions regarding composition that fall outside the GFC Principles of Committee Composition; concerns about the effectiveness of such a large committee; voting representation for the International Students' Association; and response to the Truth and Reconciliation Commission Calls to Action.

Members agreed that the Transition Committee would re-visit the COSA Terms of Reference in light of the request from IGSA and this discussion.

Motion: Stroulia/Padfield

THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed Terms of Reference for the Council on Student Affairs (COSA), as set forth in Attachment 1, to take effect July 1, 2019.

Motion: Bhatnagar/Aliramezani

That the GFC Executive Committee table the motion and refer the COSA terms of reference back to the Transition Committee to re-consider committee composition.

**CARRIED**

8. Proposed Terms of Reference for the ad hoc Committee on Program Approval Process

*Presenter(s):* Eleni Stroulia, Chair, GFC Executive Transition Committee; Tammy Hopper, Vice-Provost (Programs) and co-Chair GFC Executive Transition Committee

*Purpose of the Proposal:* The proposal is before the committee to establish an ad hoc committee to review current program approval processes and propose revised pathways in accordance with the recommendations of the ad hoc Committee on Academic Governance including Delegated Authority. The Chair will work with University Governance to fill the committee.

*Discussion:*

Dr Stroulia gave a brief overview of the proposal and noted the complexity of the current pathways for program approvals.

Members discussed the number of student members on the ad hoc committee and the ability of the committee to add to its membership as needed.

Motion: Cormack/Padfield

THAT the GFC Executive Committee establish the ad hoc Committee on Program Approval Process and approve the Terms of Reference as set forth in Attachment 1.

**CARRIED**

9. Amendment to Academic Schedule 2019-2020: Proposal from the Faculty of Pharmacy and Pharmaceutical Sciences for a Fall Term Reading Week Exemption for PharmD Students

Materials before members are contained in the official meeting file.

*Presenter(s):* Melissa Padfield Interim Vice-Provost and Registrar (Interim); Ken Cor, Assistant Dean, Assessment, Faculty of Pharmacy and Pharmaceutical Sciences; Ravina Sanghera, Assistant Dean of Programs and Student Services, Faculty of Pharmacy and Pharmaceutical Sciences

*Purpose of the Proposal:* To approve a proposal to amend the Academic Schedule 2019-2020 to include a Fall Term Reading Week exemption for PharmD students in the Faculty of Pharmacy and Pharmaceutical Sciences and add two additional days off for PharmD students.

*Discussion:*

Ms Sanghera noted that the Faculty held numerous consultations with students in an effort to reach a balance between meeting accreditation requirements and the wellness needs of students. She noted that while students would have preferred to keep the fall break, two additional wellness days were added to the schedule to, in part, address this.

Members discussed the importance of student consultation and wellness initiatives.

Motion: Bhatnagar/McMurtry

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the amended Academic Schedule for 2019-2020, as set forth in Attachment 2, 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 immediately.

1 abstention  
**CARRIED**

## **DISCUSSION ITEMS**

### 10. Universal Student Ratings of Instruction (USRI) for the Academic Year 2017/18

Materials before members are contained in the official meeting file.

*Presenter(s):* Brian Maraj, Vice-Chair, GFC Committee on the Learning Environment; Jeff Rawlings, Director/Relationship Management, Information Services & Technology

*Discussion:*

The presenters introduced the item and gave an overview of the report. Mr Rawlings noted that there was a technical issue with the previous year's results that required users to clear their cache before proceeding. They believed that this may have resulted in a lower response rate. He added that the issue had been corrected.

Members discussed: the value of USRIs, challenges regarding potential for biased results and what other options may be available; the data from the USRIs was difficult for students to access and asked how this could be addressed. Members also discussed and asked questions about response rates, digital device access, and turnaround time for results.

### 11. Equity, Diversity, and Inclusivity (EDI) Strategic Plan

Materials before members are contained in the official meeting file.

*Presenter(s):* Wendy Rodgers, Deputy Provost; Logan Mardhani-Bayne, Initiatives Manager, Audit & Analysis

*Discussion:*

Dr Rodgers presented on the purpose of the EDI Strategy as well as the consultation and development to date. She noted the formal launch of the Strategy on February 13, 2019 and pointed out that the plan was expected to grow and change over time.

During the discussion, members expressed several comments and questions, including but not limited to: the Indigenous/Treaty 6 acknowledgement; that robust data is necessary in order to establish a baseline; issues with the term "socializing"; inclusion and equality in a free society where individuals are free to choose what studies to pursue; that because of the current bargaining process, pay equity could not be discussed at that time; the eventual availability of pay equity data for study and FOIPP implications.

### 12. Conflicts of Interest Amendment Act – Updated Draft Employee Code of Conduct

Materials before members are contained in the official meeting file.

*Presenter(s):* Brad Hamdon, General Counsel; Wayne Patterson, Vice-Provost and Associate Vice-President (Human Resources)

*Discussion:*

Mr Hamdon gave an overview of the updated document and noted timelines for submission.

Members asked about supplementary professional activities and the collective agreement as well as the implications for students who are employed by the university.

13. Helping Individuals at Risk (HIAR) and Office of Safe Disclosure and Human Rights (OSDHR) Annual Reports 2017-2018

Materials before members are contained in the official meeting file.

*Presenter(s):* Deborah Williams, Associate Vice-President, Disclosure, Assurance and Institutional Research; Kris Fowler, Helping Individuals at Risk Case Team Coordinator; Wade King, Director, Safe Disclosure & Human Rights

*Discussion:*

The presenters provided an overview of the reports and the work of the OSDHR and the HIAR portfolios.

Members asked questions and expressed opinions about the increase in reported incidents as an indicator that individuals feel safe coming forward, the increase in coaching and advice concerning these issues in the community, and the effect of staffing and budgetary limitations on expanding outreach.

14. Proposed Revisions to Standing Committee Terms of Reference - GFC Executive Committee

Materials before members are contained in the official meeting file.

*Presenter(s):* David Turpin, Chair, GFC Executive Committee; Meg Brolley, GFC Secretary

Ms Brolley noted that the draft terms of reference reflect the work of the *ad hoc* Committee on Academic Governance Including Delegated Authority. She pointed to the new template and explained the revisions included improved clarity on when the Executive Committee can act for GFC, the addition of oversight on governance rules and procedures, and changes to committee composition.

*Discussion:*

Members discussed the requirement for regular review of committee terms of reference at least every three years and how the new terms were clear and easy to read.

**ACTION ITEMS**

15. Draft Agenda for the Next Meeting of General Faculties Council

Materials before members are contained in the official meeting file.

*Presenter(s):* David Turpin, Chair, GFC Executive Committee

*Purpose of the Proposal:* To approve the Agenda for the GFC meeting to be held on Monday, January 28, 2019.

*Discussion:*

Ms Brolley noted the introduction of the consent agenda, the removal of the COSA Terms of Reference pending further discussion, and the items that would be coming forward to GFC.

The Chair noted that the notification email to GFC would include an explanation of the consent agenda and how members could ask to have an item considered as a regular agenda item.

Motion: Bhatnagar/Meldrum

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the January 28, 2019 meeting of General Faculties Council (GFC), as set forth in Attachment 1.

**CARRIED**

**DISCUSSION ITEMS**

16. Question Period

There were no questions.

**INFORMATION REPORTS**

17. Items Approved by the GFC Executive Committee by email ballots

There were no items.

18. Information Items Forwarded to GFC Executive Committee between Meetings

There were no items.

**CLOSING SESSION**

19. Adjournment

The Chair adjourned the meeting at 3:50 p.m.