



The following Motion and Documents were considered by the GFC Executive Committee at its Monday, February 10, 2014 meeting:

Agenda Title: **Reduction of Quorum Requirement for the Faculty of Extension Council**

CARRIED MOTION: THAT GFC Executive approve, under delegated authority from General Faculties Council, the proposed reduction in the quorum requirement for Faculty of Extension Council to 40% of the voting membership (from its current 50% + 1 of the voting membership), as submitted by Faculty of Extension, to take effect upon final approval.

Final Item: 4.

OUTLINE OF ISSUE

Agenda Title: **Reduction of Quorum Requirement for the Faculty of Extension Council**

Motion: THAT GFC Executive approve, under delegated authority from General Faculties Council, the proposed reduction in the quorum requirement for Faculty of Extension Council to 40% of the voting membership (from its current 50% + 1 of the voting membership), as submitted by Faculty of Extension, to take effect upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Katy Campbell, Dean, Faculty of Extension
Presenter	Heather McRae, Associate Dean (Engaged Learning), Faculty of Extension
Subject	Reduction of the Quorum Requirement for the Faculty of Extension Council

Details

Responsibility	Faculty of Extension
The Purpose of the Proposal is (please be specific)	Proposal to reduce the quorum requirement for Extension Faculty Council from “50%+1 of voting membership” to “40% of voting membership.”
The Impact of the Proposal is	Ability to get additional programming approved in a timely manner.
Replaces/Revises (eg, policies, resolutions)	Quorum requirement of “50% +1 of voting membership” (as approved by the GFC Executive Committee on January 10, 2005).
Timeline/Implementation Date	Upon final approval.
Estimated Cost	None
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover and Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): GFC has responsibility, subject to the authority of the Board of Governors, over academic affairs. (Section 26(1)) and student affairs (Section 31).</p> <p>2. Post-Secondary Learning Act (PSLA): “(1) Each faculty of a university must have a faculty council.” (Section 28(1) (<i>Faculty and School Councils/Faculty Councils</i>))</p> <p>3. GFC Policy: “Subject to the approval of the GFC Executive Committee, each Faculty shall establish its own Faculty Council quorum provision(s), on the understanding that nothing in those provisions shall take away from those persons eligible to attend their right to do so. In the summer (ie, the months of May through August), the members of the Faculty Council who are available shall have power to deal with matters that arise.” (GFC Executive Committee Terms of Reference Mandate 3.8.c).</p>

Routing (Include meeting dates)

Consultative Route	Extension Faculty Council Executive Committee– September 12, 2013;
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FINAL Item No. 4

(parties who have seen the proposal and in what capacity)	Extension Faculty Council – October 17, 2013
Approval Route (Governance) (including meeting dates)	Extension Faculty Council e-Vote conducted (November 4 - December 5, 2013) – for recommendation; GFC Executive Committee (February 10, 2014) – for final approval
Final Approver	GFC Executive Committee

Attachments:

1. Attachment 1 (pages 1 – 6) – Faculty of Extension Council Minutes of October 17, 2013
2. Attachment 2 (pages 1 – 2) – e-Vote Form and Result of e-Vote Conducted (Faculty of Extension Council) - November 4 - December 5, 2013

Prepared by: Shairoz Rajwani, Statutory Secretary to Extension Faculty Council. srajwani@ualberta.ca

Extension Faculty Council Meeting
Thursday, October 17, 2013
Enterprise Square Room 2-976
2:00 - 4:00 p.m.

Minutes

REPRESENTATIVES	Present/Absent
Katy Campbell, Dean, Faculty of Extension	Present
Marcia Lang (Delegate) President's Office	Absent
Tom Hidson (Delegate) Registrar's Office	Absent
Kathleen Delong (Delegate) University Libraries	Absent
Trevor Woods (Director, AICT)	Absent
EXTENSION ACADEMIC STAFF:	
Marco Adria	Absent
Walter Archer	Present
Brad Arkison	Present
Glenda Baker	Absent
Thomas Barker	Absent
Mary Beckie	On Leave
Cindy Blackstock	Off Site
Bryan Braul	Present
Yvone Breckenridge	Absent
Linda Busch	Absent
Fiona Cavanagh	Absent
Sherry Ann Chapman	Absent
Ann Curry	Present
Connie Cymbaluk	Absent
Jason Daniels	Absent
Sofia Elgueta Duplancic	On Leave
Fay Fletcher	Absent
Lois Gander	Present
Rebecca Gokiart	Present
Gordon Gow	On Leave
Martin Guardado	Present
Mimi Hui	Absent
Yoshi Iwasaki	Present
Luke Jang	Absent
Darrel Johnson	Present
Wade Kelly	Present
Wayne MacDonald	Present
Donald Mason	Present
Lisa Matthew	Absent
Maria Mayan	Absent

Heather McRae	Present
Laurie Schnirer	Absent
Christie Schultz	Present
Rob Shields	On Leave
Erika Smith	Present
Michael Splinter	Present
Billy Streaan	Present
Stanley Varnhagen	Absent
Anu Varsava	Present
Corey Wentzell	Absent
Kyle Whitfield	Present
Maryanne Wynne	On Leave
Qiaoying Zheng	Absent
GENERAL FACULTIES COUNCIL MEMBERS:	
William Anslemi (Faculty of Arts)	Absent
Leluo Guan (ALES)	Absent
Vadim Bulitko (Faculty of Science)	Absent
Lynn Penrod (Arts)	Absent
Alison McInnes (Education)	Present
OTHER MEMBERS:	
Evan Davies (Engineering)	Absent
Jorge Sousa (Education)	Present
SENATE MEMBERS (ANNUAL APPOINTMENT):	
Senator Julius Buski	Absent
Senator Madelaine Wessel	Present
STUDENT MEMBERS:	
Nichole Basaraba/Yulyia Riabko	Present
ADJUNCT PROFESSORS:	
Helen Madill	Absent
GUESTS:	
Kristof van Assche	Present
Darlene Bryant	Present
Mary Persson	Present
Rob Munro	Present

1.0 Welcome – guests and new members – K. Campbell

Dean Katy Campbell welcomed everyone to the meeting. She declared that quorum was NOT met (we need 27 members and 24 members are present). She called the meeting to order. She indicated that motions will put forward and discussed, but the voting will be done by e-Vote. (Results of e-Voting are identified under NOTE at the end of each proposed motion).

Dean Campbell introduced Darlene Bryant and Mary Persson from the United Way Campaign, and Rob Munro, Director of Environment Health and Safety at the U of A. She also introduced Dr. Kristof van Assche, a new faculty member

that will be joining the Faculty of Extension in January, 2014. His areas of expertise are governance, community development and planning.

2.0 Presentation by the United Way Campaign

Darlene Bryant and Mary Persson gave a short presentation on the United Way Campaign at the University of Alberta.

3.0 Presentation re: The Environment, Health & Safety Management System at the University of Alberta – R. Munro

Rob Munro, Director of Environment Health and Safety made a presentation regarding the setting up of the Environment Safety Committee in all faculties. He indicated that input will be requested from faculties early next year. M. Splinter indicated that Extension already has a Workplace Safety Committee in place.

**4.0 Approval of the Agenda
EFC Motion 2013-24**

That the agenda be approved as circulated (H. McRae/M.Guardado).

**5.0 Approval of the minutes of June 20, 2013 (attached).
EFC Motion 2013-25**

That the minutes of June 20, 2012 be approved as circulated (A. Curry/K. Whitfield).

6.0 Report from the Dean

Dean K. Campbell said that a lot has happened since the June 20th meeting and here are some of the highlights

- Extension received a 30% budget cut in the last round of cuts. We closed a department and suspended a number of courses in the Humanities.
- The Deans received the budget letters yesterday for 2014-15 and then after some discussion at a Deans' Council meeting, they were reissued again today. The cut this time around will be about 7% of our base budget.
- Teaching in English in Higher Education (TIE) program has been offered in various ways.
- Engagement Scholarship Consortium (ESC) Conference was held in Lubbock, Texas last week and a number of Faculty members attended. The conference was very well organized. Lois Gander and Walter Archer are co-chairs for the ESC 2014 conference that we are hosting next year. It will be the first time that it will be held outside the United States. A new member of the Consortium is the American University of Nigeria.
- The CUP AGM was held earlier today. It was very well attended.
- MACT and MacEwan University signed a Letter of Intent three weeks ago. (see further information in the Report from Marketing)

7.0 Report from Director of Marketing

Anu Varsava elaborated on some of the highlights from the Report that was already sent to Council members.

8.0 Report from Faculty Representative on General Faculties Council

Dean Campbell reported that

- Former VP Academic, Peter Meekison presented the plan for the Lougheed Leadership Institute/College.

- Students came forward with motions for more representation on Governance at the University, but the motions did not pass, as the students already have a lot of representation but the positions are vacant.
- Lois Gander and Martin Guardado gave updates on the Renaissance Committee meetings that they had attended.

9.0 Reports from Standing Committees

9.1 Nominating Committee

L. Gander said that she had filed a report at the last council meeting and there has been no activity since.

9.2 Research Committee

Y. Iwasaki reported that Extension Research funding has increased considerably in the past year. We received over 4 million dollars in 2011-12. Consequently, we receive more indirect costs. He also reported that the three research centres, namely, Community University Partnerships (CUP), City Region Studies Centre (CRSC), Centre for Public Involvement (CPI) and Evaluation Research Services (ERS) will be integrated into the Research Secretariat. It will be a support unit for Extension Research Centres, ERS and researchers.

9.3 Faculty Evaluation Committee

L. Gander said that the Faculty Evaluation Committee (FEC) is up and running this year. The sabbatical applications were due on October 15, 2013. Annual reports and tenure applications will be considered soon. She indicated that she is monitoring the Renaissance Committee to keep our FEC informed of any changes that might be important.

9.4 GPPRC

K. Campbell indicated that the order of the standing committee reports on the agenda has been changed to have GPPRC report last, because their reports are usually about the academic matters that we are going to vote on or discuss. C. Schultz, Vice-Chair of GPPRC will present the items.

10.0 New Business

10.1 Master of Arts Communication and Technology Graduate Program (MACT): COMM 501, COMM 504, COMM 506, COMM 507 (attached)

EFC Motion 2013-26

*That Extension Faculty Council approve the proposed changes with the addition of prerequisites to the MACT Program Courses: **COMM 501 Applied Research in Communications and Technology, COMM 504 Organizational Communications, COMM 506 Using and Managing Communications Network, and COMM 507 Knowledge Management and Communications Technologies** as outlined in each of the attached documents. (C. Schultz/A. Curry)*

Tabled for e-Vote

A. Curry explained the calendar changes for 10.1 and 10.2. She indicated that these changes are reflective of what is currently being done in the MACT program.

NOTE: This motion was APPROVED by e-Vote on December 5, 2013

- 10.2 Master of Arts Communication and Technology Graduate Program (MACT): COMM 503 (attached)
EFC Motion 2013-27**
That Extension Faculty Council approve the proposed name and description changes to the MACT Program Course: COMM 503 Social Impact of Digital Communications. (C. Schultz/A. Curry)
Tabled for e-Vote

NOTE: This motion was APPROVED by e-Vote on December 5, 2013

- 10.3 Calendar Changes for the U of A 2014-15 Calendar (attached)
EFC Motion 2013-28**
That Extension Faculty Council approve the editorial Calendar Changes for the U of A 2014-15 calendar.
H. McRae pointed out that this item did not need to be approved by Faculty Council as all the changes have been approved at a Faculty Council meeting at one point in the year. **This is for information only.**

- 10.4 Proposal to reduce Quorum for Extension Faculty Council
EFC Motion 2013-29**
Extension Faculty Council recommends to GFC Executive that the quorum requirement for Extension Faculty Council be reduced to 40% of voting membership. (K. Campbell/M. Guardado).
Tabled for e-Vote

NOTE: This motion was APPROVED by e-Vote on December 5, 2013

K. Campbell indicated that we have been tracking attendance numbers at Faculty Council meetings and we have had a great deal of difficulty meeting quorum at every meeting. Although the number of voting members of council go up or down, our quorum has been 50%+1 and so the quorum requirement varies. So as more business comes forward this is a problem. Of all the faculties at the University, we are one of two faculties that require a quorum of 50%+1...the other one is Law. Examples of quorum requirements of other faculties is: ALES – 40% of voting membership; Arts – 10% of voting membership; Medicine and Dentistry & Nursing – Faculty members present at a meeting; Science – 5% of voting membership.

Discussion ensued for and against the motion.

Against:

- Faculty members need to be engaged, because we are doing our programming through here and so in order for us to know that is going on, we need to come to these meetings. So having a small group of our faculty approving programming is probably not a good idea.
- lowering our quorum to let the professoriate off the hook does not seem like the right way to go.

For:

- 50% +1 is high in this day and age, given commitments that people have, the travel, the teaching responsibilities and all the rest.

- Only one other faculty in the university that has a 50%+1 requirement is indicative of the challenge that Faculties are facing.
- This also comes from some sense of urgency in that we are going to be ramping up some more proposals and course work for the faculty, given the need for additional programming and revenue generation. There is going to be a lot of work that will need to be done in the next few months and we do need this Council to be present in order to do that.

11.0 Adjournment

EFC Motion 2013-29

That the meeting be adjourned (B. Streat).

The meeting adjourned at 3:35 p.m.

Extension Faculty Council e-Vote

Since we did not have quorum at the October 17th Extension Faculty Council meeting, the motions were put forward and discussed but were not voted upon. All the documents were shared with Extension Faculty Council on Google Drive prior to the meeting. Here is the link to those documents:

<https://www.drive.google.com/a/u/alberta.ca/?tab=mo#folders/0B0KhJXSJicpFZW9nTXM4R010cWs>

PLEASE NOTE THAT THIS E-VOTE WILL BE OPEN FOR 20 WORKING DAYS (UNTIL DECEMBER 5, 2013).

* Required

1. EFC Motion 2013-26 *

That Extension Faculty Council approve the proposed changes with the addition of prerequisites to the MACT Program Courses: COMM 501 Applied Research in Communications and Technology, COMM 504 Organizational Communications, COMM 506 Using and Managing Communications Network, and COMM 507 Knowledge Management and Communications Technologies as outlined in each of the attached documents. (C. Schultz/A. Curry). Please choose one option below.

Mark only one oval.

- Yes
 No
 Abstain

2. EFC Motion 2013-27 *

That Extension Faculty Council approve the proposed name and description changes to the MACT Program Course: COMM 503 Social Impact of Digital Communications. (C. Schultz/A. Curry). Please choose one option below.

Mark only one oval.

- Yes
 No
 Abstain

3. EFC Motion 2013-29 *

Extension Faculty Council recommends to GFC Executive that the quorum requirement for Extension Faculty Council be reduced to 40%. (K. Campbell/M. Guardado). Please choose one option below.

Mark only one oval.

- Yes
 No
 Abstain

Timestamp	EFC Motion 2013-26	EFC Motion 2013-27	EFC Motion 2013-29
11/4/2013 11:10:37	Yes	Yes	Yes
11/4/2013 11:11:19	Yes	Yes	Yes
11/4/2013 11:11:55	Yes	Yes	Yes
11/4/2013 11:12:02	Yes	Yes	Yes
11/4/2013 11:12:38	Yes	Yes	Yes
11/4/2013 11:13:20	Yes	Yes	Yes
11/4/2013 11:14:04	Yes	Yes	Yes
11/4/2013 11:16:01	Yes	Yes	Yes
11/4/2013 11:16:11	Abstain	Abstain	Yes
11/4/2013 11:19:45	Yes	Yes	Yes
11/4/2013 11:22:34	Yes	Yes	Yes
11/4/2013 11:33:40	Abstain	Abstain	Abstain
11/4/2013 11:44:53	Yes	Yes	Yes
11/4/2013 11:48:04	Yes	Yes	Yes
11/4/2013 11:48:48	Yes	Yes	Yes
11/4/2013 12:04:27	Abstain	Abstain	Yes
11/4/2013 12:27:11	Yes	Yes	Yes
11/4/2013 12:29:57	Yes	Yes	Yes
11/4/2013 12:39:33	Yes	Yes	Yes
11/4/2013 13:09:12	Yes	Yes	Yes
11/4/2013 13:20:03	Yes	Yes	Yes
11/4/2013 13:23:21	Yes	Yes	Yes
11/4/2013 13:42:36	Yes	Yes	Yes
11/4/2013 14:30:36	Yes	Yes	Yes
11/4/2013 15:09:50	Yes	Yes	Yes
11/4/2013 15:19:24	Yes	Yes	Yes
11/4/2013 22:52:58	Yes	Yes	Yes
11/5/2013 13:28:53	Abstain	Abstain	Abstain
11/5/2013 18:27:27	Yes	Yes	Abstain
11/5/2013 18:27:41	Yes	Yes	Abstain
11/5/2013 19:14:13	Yes	Yes	Yes
11/8/2013 9:31:09	Yes	Yes	Yes
11/8/2013 10:11:50	Yes	Yes	Yes
11/14/2013 13:24:40	Yes	Yes	Yes
12/4/2013 15:55:08	Yes	Yes	Yes
12/4/2013 15:58:13	Yes	Yes	Yes
12/4/2013 16:02:25	Yes	Yes	Yes
12/4/2013 16:45:29	Yes	Yes	Yes
12/4/2013 16:49:29	Yes	Yes	Yes
12/4/2013 17:05:49	Yes	Yes	Yes
12/4/2013 17:08:22	Abstain	Abstain	Abstain
12/4/2013 17:23:21	Yes	Yes	Yes
12/4/2013 18:50:14	Yes	Yes	Yes
12/4/2013 21:03:46	Yes	Yes	Yes
12/4/2013 22:58:17	Yes	Yes	Yes
12/5/2013 1:29:26	Yes	Yes	No
12/5/2013 8:05:31	Yes	Yes	Yes
12/5/2013 8:50:30	Yes	Yes	Yes
12/5/2013 10:07:53	Yes	Yes	Yes
12/5/2013 11:27:27	Abstain	Abstain	Yes
12/5/2013 16:41:06	Yes	Yes	Yes