

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, April 11, 2022 meeting:

Agenda Title: **Proposed Changes to the Terms of Reference for the GFC Academic Planning Committee and the GFC Committee on the Learning Environment, and the Proposed Disbanding of the GFC Facilities Development Committee**

CARRIED MOTION:

THAT the GFC Executive Committee recommend that the General Faculties Council approve the proposed changes to the terms of reference for the GFC Academic Planning Committee, as set forth in attachment 1, and the GFC Committee on the Learning Environment, as set forth in attachment 2, and the concurrent disbanding of the GFC Facilities Development Committee, all to take effect on July 1, 2022.

FINAL Item 4

Agenda Title: **Proposed Changes to the Terms of Reference for the GFC Council on Student Affairs**

CARRIED MOTION:

THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed changes to the Terms of Reference for the GFC Council on Student Affairs as set forth in attachment 1, to take effect upon approval.

FINAL Item 5

Agenda Title: **Draft Agenda for the Next Meeting of General Faculties Council**

CARRIED MOTION:

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the May 2, 2022 meeting of General Faculties Council, as set forth in Attachment 1, as amended and pending recommendation of Item 8 by the GFC Academic Planning Committee.

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FINAL Item No. 4
**Governance Executive Summary
Action Item**

Agenda Title	Proposed Changes to the Terms of Reference for the GFC Academic Planning Committee and the GFC Committee on the Learning Environment, and the Proposed Disbanding of the GFC Facilities Development Committee
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Motion

<p>THAT the GFC Executive Committee recommend that the General Faculties Council approve the proposed changes to the terms of reference for the GFC Academic Planning Committee, as set forth in attachment 1, and the GFC Committee on the Learning Environment, as set forth in attachment 2, and the concurrent disbanding of the GFC Facilities Development Committee, all to take effect on July 1, 2022.</p>
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Item

Proposed by	General Faculties Council
Presenter	Jason Acker, Chair, Subcommittee on Governance and Procedural Oversight, and member GFC Executive Committee Wendy Rodgers, Chair, Facilities Development Committee Steven Dew, Chair, Academic Planning Committee John Nychka, Chair, Committee on the Learning Environment Kate Peters, Secretary to General Faculties Council

Details

Office of Administrative Responsibility	University Governance
The Purpose of the Proposal is (please be specific)	To seek recommendation on moving the delegated authority currently held by the GFC Facilities Development Committee to the Academic Planning Committee (APC) and to the Committee on the Learning Environment (CLE), and to disband the GFC Facilities and Development Committee (FDC), effective July 1, 2022.
Executive Summary (<i>outline the specific item – and remember your audience</i>)	<p>The Facilities Development Committee (FDC) has been a standing committee of the General Faculties Council (GFC) in one form or another since 1961. However, in light of frequently cancelled meetings and evolution in the need for decision making on facilities development in the current University context, the General Faculties Council is asked to consider moving the delegated authority held by the committee to the Academic Planning Committee (APC) and the Committee on the Learning Environment (CLE) and to disband GFC FDC.</p> <p>Authority of FDC FDC holds delegated authority from the Board of Governors and General Faculties Council to approve:</p> <ul style="list-style-type: none"> • General Space Programs for academic units; • Proposals concerning the design and use of all new facilities and repurposing of existing facilities. <p>This proposal would move the authority to approve general space programs for academic units to APC and approvals of proposals concerning the design and use of all new facilities and repurposing of</p>

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	<p>existing facilities to CLE. APC already holds authority to recommend policy changes to the Board.</p> <p>Background and Rationale Almost half, or 11 of the 24 scheduled meetings of FDC have been cancelled due to a lack of business since the 2016-2017 academic year. In that time, FDC has approved General Space Programs for less than ten academic units and approved 5 proposals concerning the design of new buildings or the repurposing of existing buildings.</p> <p>Proposals for design or repurposing of space have come as little as once a year. Some examples include RCRF (2016), Myer Horowitz Theatre (2017), South Campus Community Ice Arena (2018), Dent/Pharm (2019), I.F. Morrison Structural Engineering Lab Renovation (2020).</p> <p>Currently, recommendations to the Board on policy matters are made by both FDC and APC. APC will continue to hold this authority but only one standing committee will be recommending on policy matters moving forward.</p> <p>Rationale for changes to the Terms of Reference for CLE and APC APC's responsibilities include academic planning, research policy, budget, and enrolment management. Approval of general space plans will complement these existing responsibilities and aligns with APC's existing authority to recommend on facilities policies.</p> <p>CLE's responsibilities including providing feedback on new and revised learning spaces impacts on instructor and student educational experiences (5.4) and to provide advice on the vision and strategy for learning spaces (5.5). Decisions related to the design and use of space will align with CLE's existing authority.</p> <p>Limitations to FDC Authority The Board delegation of authority to approve General Space Programs for academic units does not include:</p> <ul style="list-style-type: none"> • choice of site location for buildings, which remain an operational issue delegated to the Vice-President (Facilities and Operations) • approval of capital expenditures authorized by the Board under the Capital Expenditure Authorization Request Policy <p>Most policies related to planning and use of physical facilities are under the authority of the Board or the Vice-President (Facilities and Operations).</p> <p>Next Steps The proposed changes to the Terms of References for APC and CLE represent a move of the delegated authority held by FDC without any proposed revision to the content or language. Should GFC approve this</p>
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	<p>proposal, this authority held by these committees would be examined as a part of the planned three-year review of the APC and CLE terms of reference and be updated in consultation with GFC and the Board as required.</p>
<p>Supplementary Notes and context</p>	<p><i>During the consultation process, Members of the Academic Planning Committee asked about the reaction of members of GFC and FDC in response to some changes to facilities and operations. The authority of GFC was explained and particularly, the limitations of authority as set out within the Post-Secondary Learning Act. Members inquired whether it would be possible to reinstate a standing committee of GFC, should the scope of work require it in the future. The authority of GFC to create standing committees, delegate its authority, and move delegated authority around was explained as were other models of governance for facilities found in academic senates across the U15.</i></p> <p><i>During the discussion at CLE, members asked what expertise was required to review the proposals and what resource members should be invited to support the discussions. Members asked about routing of proposals, consultation with students, and what would happen if CLE chose not to approve a project. They also questioned why CLE was not being asked to recommend on the proposed changes to their terms of reference and were informed that the Executive Committee had delegated authority to recommend and that GFC would make the final decision.</i></p>

Engagement and Routing (Include proposed plan)

<p>Consultation and Stakeholder Participation</p>	<p>Facilities Development Committee (FDC) September, 2020</p> <ul style="list-style-type: none"> - Committee members questioned the authority of the committee and whether it was still relevant <p>February, 2021</p> <ul style="list-style-type: none"> - During the approval of Dentistry-Pharmacy Building Programming Committee members asked what value FDC could add to the Dent/Pharm project approval and whether it made sense for FDC to exist given its lack of authority regarding operational decisions; <p>September, 2021</p> <ul style="list-style-type: none"> - During the discussion on the committee authority plans for moving the delegated authority to other standing committees was explained to members. There was no discussion. <p>February, 2022</p> <ul style="list-style-type: none"> - Members of FDC were informed that the plans to move authority to CLE and APC were moving forward. <p>Office of the Vice-President (Facilities and Operations) January, May, 2021</p> <ul style="list-style-type: none"> - Discussion on FDC authority and potential changes <p>GFC Executive Committee November, 2021</p> <ul style="list-style-type: none"> - Informed of the need to review the FDC Terms of Reference
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	<p>January, 2022</p> <ul style="list-style-type: none"> - Exec GPO discussed and was supportive of disbanding and moving the delegated authority to CLE and APC. <p>February, 2022</p> <ul style="list-style-type: none"> - Executive Committee to discuss the proposed changes and the recommendation by Exec GPO that FDC be disbanded. - Exec GPO reviewed the draft changes to the CLE and APC terms of reference and recommended this was a two-pronged process with the current authority being moved right now to ensure no gap in decision-making but that these authorities would be examined in depth when APC and CLE ToRs were reviewed in fall 2022 <p>General Faculties Council</p> <p>April, 2021</p> <ul style="list-style-type: none"> - In light of the frequent cancellations of FDC and the lack of business, a member of FDC questioned the authority of the committee and why it exists. The response noted that Over its long history, there have been periods of intense growth where FDC had a greater volume of approvals. There are natural periods of growth and stability and, given the current situation of the University, there are fewer items that require decisions from FDC. The authorities for decision-making on facilities and development lay with the Board, the Vice-President (Facilities and Operations), and other senior administrators. At present, most facilities-related decisions are those that exist within the authorities delegated to Administration. <p>March 21, 2022</p> <ul style="list-style-type: none"> - During the discussion on moving the authority to CLE and APC and disbanding FDC, members questioned whether FDC had been consulted, whether APC and CLE had the bandwidth to discuss these matters, and if there was any change to the authority held by GFC.
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Strategic Alignment

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input checked="" type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<p><i>Post-Secondary Learning Act (PSLA)</i> gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors (BoG), over “academic affairs (section 26(1)), and provides that GFC may make recommendations to the BoG on a “building program” (26(1)(o)). The <i>PSLA</i> (19)also requires the Board “consider the recommendations of the GFC, if any, on matters of academic import prior to providing for</p> <ul style="list-style-type: none"> • (a) the support and maintenance of the university, 	



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	<ul style="list-style-type: none"> • (b) the betterment of existing buildings, • (c) the construction of any new buildings the board considers necessary to the purposes of the university, • (d) the furnishing and equipping of the existing and newly erected buildings.” <p>GFC Terms of Reference GFC Executive Committee Terms of Reference GFC CLE Terms of Reference GFC APC Terms of Reference GFC FDC Terms of Reference</p>
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Attachments (each to be numbered 1 - <>)

1. Proposed Changes to the GFC APC Terms of Reference
2. Proposed Changes to the GFC CLE Terms of Reference
3. Terms of Reference – GFC Facilities Development Committee (FDC)

Prepared by: Kate Peters, peters3@ualberta.ca



1. Mandate and Role of the Committee

The GFC Academic Planning Committee (APC) is a standing committee of GFC charged with oversight of academic planning issues. APC is responsible for considering institution wide implications to the university's longer term academic, research, financial, and facilities development.

The Committee may be called upon to consider or recommend to GFC on any academic or research issue within its mandate and has delegated authority from GFC to provide advice to the Board of Governors on budget matters.

2. Areas of Responsibility

Academic implications of:

- a. Research and research policy
- b. Academic units and academic service units
- c. Budget matters
- d. Quality assurance
- e. Enrolment management
- f. Facilities planning
- g. Internationalization policies and initiatives
- h. Indigenous policies and initiatives
- i. Information Technology policies and initiatives

3. Composition

Voting Members (18)

Ex-officio (6)

- Provost and Vice-President (Academic), Chair
- Vice-President (Research)
- Vice-President (Finance and Administration)
- Vice-Provost and University Registrar
- President, Students' Union
- President, Graduate Students' Association

Elected by GFC (12)

- 7 academic staff elected by GFC (A1.1, 1.5, 1.6, 1.7), at least five of which are members of GFC. One member, ideally a member of GFC, will be elected by the committee to serve as Vice-Chair
- 1 Dean
- 1 Department Chair-at-large
- 1 non-academic staff at-large (S1.0)
- 1 undergraduate student from GFC
- 1 graduate student from GFC

NOTE: One academic staff member of the GFC Academic Planning Committee will be elected by the committee for cross-appointment to the GFC Facilities Development Committee

Non-voting Members

- University Secretary
- GFC Secretary

4. Delegated Authority from General Faculties Council

Should be reviewed at least every three years and reported to GFC.

4.1 Academic Programs

- a. Approve proposals for academic and non-academic programs which involve new space or resources or affect long-range planning, as recommended by the GFC Programs Committee

4.2 Research and Research Policy

- a. Approve the establishment and termination of endowed and funded chairs
- b. Academic Centres and Institutes
 - Approve the establishment of academic centres and institutes
 - Receive notification of the suspension or termination of academic centres and institutes from the Provost and Vice-President (Academic)

4.3 Academic Units and Academic Service Units

- a. Approve name changes to Departments and Divisions
- ~~a.~~b. Approve proposed General Space Programs for academic units

4.4 Budget Matters

- a. Recommend to the Board of Governors on the academic and research implications of the annual budget, excluding budgets for ancillary units

4.5 Enrolment Management

- a. Approve revisions to the Enrolment Management Procedure

5. Responsibilities Additional to Delegated Authority**5.1 Research and Research Policy**

- a. Receive, discuss and provide feedback on research policy issues including research ethics policy. Recommend to GFC on new policy suites and revisions to existing policy
- b. Receive, discuss and provide feedback on Centres and Institutes Committee Annual Report
- c. Receive, discuss and provide feedback on research performance summaries and reports

5.2 Academic Units and Academic Service Units

- a. Recommend to GFC on name changes of Faculties
- b. Recommend to GFC on the establishment and termination of Faculties, Departments, Schools and Divisions, and on mergers involving Faculties, Departments, or Divisions subject to Article 32 of the Faculty Agreement
- c. Recommend to the Board of Governors on the assignment of priorities for establishment of new Faculties, Departments or Schools
- d. Receive notification of name changes of campus units for information

5.3 Budget Matters

- a. Recommend to GFC on budget principles
- b. Recommend to the Board of Governors on the annual budget (excluding ancillary units)
- c. Recommend to GFC on any new fee that would be levied upon a substantial group of students

5.4 Quality Assurance

- a. Receive and discuss quality assurance reports for academic programs on an annual basis
- b. Receive and discuss reviews of academic and other academic service units

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- c. Receive, discuss, and provide feedback on processes for quality assurance and unit reviews
- 5.5 Enrolment Management
- a. Receive, discuss, and provide feedback on enrolment reports
- b. Recommend to GFC on enrolment management processes
- 5.6 Facilities Planning
- ~~a. Receive advice and comments from Facilities Development Committee (FDC) on any facilities-related matter including requests for additional space or major new construction projects which may affect academic programs~~
- ~~b.a. Informed by advice from FDC, r~~Recommend to the Board of Governors on policy matters regarding the planning and use of physical facilities
- ~~e.b. Informed by advice from FDC, r~~Recommend to the Board of Governors on policy matters regarding the use of land owned or leased by the University
- ~~d.c. Informed by advice from FDC, r~~Recommend to the Board of Governors on policy matters regarding standards, systems and procedures for planning and designing physical facilities
- ~~e.d. Informed by advice from FDC, r~~Recommend to the Board of Governors on matters regarding planning and use of physical facilities where these facilities are deemed to have a significant academic or research implications, or financial impact on the University
- 5.7 International Policies and Initiatives
- a. Receive, discuss, and provide feedback on annual reports and future plans
- 5.8 Indigenous Policies and Initiatives
- a. Receive, discuss, and provide feedback on annual reports and future plans
- 5.9 Information Technology Policies and Initiatives
- a. Receive, discuss, and provide feedback on annual reports and future plans
- 5.10 Academic Awards Policy
- a. Recommend to GFC on any new policy and procedures governing awards and bursaries.
- b. Regularly review GFC policy and procedures on awards and bursaries and recommend changes where required.
- c. Receive regular reports for the purpose of identifying trends and gaps in the financial support available to students.
- 6. Sub-delegations from Academic Planning Committee**
Should be reviewed at least every three years and reported to GFC.
- 7. Limitations to Authority**
The following further refines or places limitations on authorities held by or delegated to APC:
- 8. Reporting to GFC**
The committee should regularly report to GFC with respect to its activities and decisions.
- 9. Definitions**
The determination of what constitutes a "significant academic or research implication or financial impact" will be made by the Committee, either through an expression of consensus or a vote.
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Substantial Group of Students – any one (or more) of the following three classes of students: (a) undergraduate students, (b) doctoral level students, and/or (c) graduate students pursuing studies other than those at doctoral level

Academic Units – include Faculties, Departments, Schools and divisions. Divisions are defined as academic units with authority over student programs. They may be budgetary units and may or may not be part of an existing Department.

Academic Service Units – administrative units, excluding ancillary units, that have academic impact

Academic Centre or Institute – An academic centre or institute exists at the University of Alberta and is controlled by the University of Alberta. An academic centre or institute may exist solely within the University of Alberta or may be created through a partnership between the university and other entities. Such other entities may include other universities, governments, public authorities (such as health authorities), and non-profit organizations.

Academic staff – as defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#) in UAPPOL

Awards and Bursaries – as defined by the [Student Financial Support Policy](#) in UAPPOL

Non-Academic staff – as defined by the [Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) in UAPPOL

10. Links

[Centres and Institutes Policy](#)

[Student Financial Supports Policy](#)

[Undergraduate Student Financial Supports Procedure](#)

[Graduate Student Financial Supports Procedure](#)

[Creation of New Student Financial Supports Procedure](#)

Approved by General Faculties Council:

April 29, 2019

May 25, 2020

June 7, 2021

[Updated approval date](#)



1. Mandate and Role of the Committee

The Committee on the Learning Environment (CLE) is a standing committee of GFC charged with advising GFC on policy directions that promote excellence in teaching and learning institutionally. CLE serves as GFC's primary advisory group on teaching and learning, including such aspects as learning environments, assessment and evaluation, teaching innovations, teaching resources and support, and students' educational experience. CLE also serves GFC by approving proposals concerning the design and use of new facilities and the repurposing of existing facilities from the perspective of the technological and physical infrastructure required to achieve academic priorities and plans.

2. Areas of Responsibility

- a. Physical and virtual learning and teaching environment
- b. Teaching and learning policy
- c. Institutional policy on the assessment of teaching
- d. Institutional policy on the evaluation of student learning
- e. Vision ~~and~~, strategy, and proposals for learning spaces and learning technologies
- f. Fostering excellence in the scholarship and practice of teaching and learning

3. Composition

Voting Members (19)

Ex-officio (6)

- Provost and Vice-President (Academic), Chair
- Vice-President (Academic), Students' Union
- Vice-President (Academic), Graduate Students' Association
- Vice-Provost and Chief Librarian
- Vice-Provost and University Registrar
- Vice-Provost and Dean, Faculty of Graduate Studies and Research

Appointed (1)

- 1 academic staff (A1.0) who holds a major teaching award (internal or external award, eg Rutherford, Vargo Chair, 3M, etc.), appointed by the Chair in consultation with the Chair of Nominating Committee

Elected by GFC (12)

- 4 academic staff (A1.0) from GFC – one of whom will be elected by the committee to serve as Vice Chair
- 1 non-academic staff at-large (S1.0, S2.0)
- 1 librarian from GFC
- 1 undergraduate student from GFC
- 1 graduate student from GFC
- 1 Chair
- 1 Dean
- 1 Associate Dean or Associate Chair, Teaching and Learning (or equivalent)
- 1 academic teaching staff (A2.1, A2.2) at-large

Non-voting Members

- Vice-Provost and Associate Vice-President (Information Technology)
- Director, Centre for Teaching and Learning
- Director, Space Management, Facilities and Operations
- University Secretary

- GFC Secretary

4. Delegated Authority from General Faculties Council

Should be reviewed at least every three years and reported to GFC.

- 4.1 Approve revisions to teaching assessment and evaluation procedures
- 4.2 Approve proposals related to teaching and learning that emerge from central administrative units and determine whether to forward to GFC for discussion or information
- 4.3 Receive and discuss reports on student engagement and the student educational experience and determine whether to forward to GFC for discussion or information
- 4.4 To approve proposals concerning the design and use of new facilities and the repurposing of existing facilities and to routinely report these decisions for information to the Board of Governors. In considering such proposals, CLE may provide advice, upon request, to the Provost and Vice-President (Academic), Vice-President (Facilities and Operations), and/or the University Architect on the siting of such facilities.

5. Responsibilities Additional to Delegated Authority

- 5.1 Review and recommend to GFC on policies related to teaching and learning
- 5.2 Review and recommend to GFC on policies related to assessment of teaching
- 5.3 Review and provide feedback on learning technologies
- 5.4 Receive, discuss and provide feedback on new and revised learning spaces, formal and informal, that impact instructor and student educational experiences
- 5.5 Advise on the vision and strategy for learning spaces and learning technologies
- 5.6 Receive, discuss and provide feedback on new and innovative teaching pedagogy and delivery initiatives
- 5.7 Review and recommend to GFC on policy and regulations related to student evaluation that apply to a substantial group of students
- 5.8 Make recommendations to GFC on student engagement, student educational experience, and support for teaching
- 5.9 Members may be asked to serve on adjudication bodies related to awards within the CLE mandate

6. Sub-delegations from the Committee on the Learning Environment

Should be reviewed at least every three years and reported to GFC.

None.

7. Limitations to Authority

The following further refines or places limitations on authorities held by or delegated to CLE:

The Board of Governors holds authority to approve the capital expenditure for new and repurposed facilities development under the Capital Expenditure Authorization Request (CEAR) Policy. The Board also holds the authority to approve, revise, or amend the University's Long Range Development Plan (LRDP). CLE shall only approve proposals for development or redevelopment of land holdings or physical assets that are in accordance with the approved LRDP.

The Vice-President (Facilities and Operations) holds delegated authority from the Board of Governors over the siting for buildings as set out in the Space Management Policy

8. Reporting to GFC

The Committee should regularly report to GFC with respect to its activities and decisions.

9. Definitions

Substantial Group of Students - any one (or more) of the following three classes of students: (a) undergraduate students, (b) doctoral level students, and/or (c) graduate students pursuing studies other than those at doctoral level

Academic staff - as defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#) in UAPPOL

Non-Academic staff - as defined by the [Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) in UAPPOL

University Facilities - all lands, buildings, and space owned, operated, or leased by or from the University of Alberta. (as per UAPPOL)

Repurposing - significant changes to the use of a facility, as determined by the Vice-President (Facilities and Operations) or delegate.

Long Range Development Plan - a framework that guides future planning for UAlberta's five campuses over a 30-year period. The LRDP responds to the Institutional Strategic Plan, which sets the university's academic and research goals. The plan was approved by the university's Board of Governors in June 2002 and is formally administered by the President.

10. Links

Teaching Policy
Teaching Assessment and Evaluation Policy and Procedures
[Assessment and Grading Policy and Procedures](#)
[Academic Regulations](#) – University of Alberta Calendar
[Examination Regulations](#)
[Course Requirements, Evaluation Procedures and Grading](#)
[Centre for Teaching and Learning](#)
[Office of the Student Ombuds](#)

Approved by General Faculties Council:
November 25, 2019
[Updated approval date](#)



1. Mandate and Role of the Committee

The GFC Facilities Development Committee (FDC) is a standing committee of GFC with delegated authority to make recommendations to General Faculties Council and the Board of Governors. The committee reviews and recommends on general space and functional programs, the design and use of facilities, and policies related to facilities and planning.

In addition, the President, Provost and Vice-President (Academic), and the Vice-President (Facilities and Operations) may refer matters to FDC for consideration or advice.

2. Areas of Responsibility

- a. Policy with respect to planning and facilities
- b. General Space Programs for Academic Units
- c. Design and use of all new facilities and repurposing of existing facilities
- d. Other matters within the purview of the committee

3. Composition

Voting Members (13)

Ex Officio (5)

- Provost and Vice-President (Academic), Chair
- Vice-President (Facilities and Operations)
- Vice-President (Academic), Students' Union
- Vice-President (Academic), Graduate Students' Association
- Vice-Provost and University Registrar

Elected by GFC (7)

- 5 academic staff (A1.0), of which 3 are members of GFC (with no more than one representative from any Faculty); one of whom will be elected by the committee to serve as Vice-Chair for a one year term
- 1 non-academic staff (S1.0, S2.0)
- 1 undergraduate student member of GFC

Cross Appointed (1)

- 1 academic staff member of the GFC Academic Planning Committee (APC) elected by APC to serve a one year term

Non-voting Members

- University Architect
- Associate Vice-President (Facilities and Operations)
- University Secretary
- GFC Secretary

4. Delegated Authority from General Faculties Council and/or the Board of Governors

Should be reviewed at least every three years and reported to GFC.

- 4.1 To approve proposed General Space Programs for academic units
- 4.2 To approve proposals concerning the design and use of all new facilities and the repurposing of existing facilities and to routinely report these decisions for information to the Board of Governors. In considering such proposals, FDC may provide advice, upon request, to the Provost and Vice-

President (Academic), Vice-President (Facilities and Operations), and/or the University Architect on the siting of such facilities.

5. Responsibilities Additional to delegated Authority

FDC is responsible for making recommendations to APC concerning policy matters with respect to the following:

5.1 Planning

- a. Comprehensive facilities development plan
- b. Long Range Development Plan (LRDP)

5.2 Facilities

- a. Planning and use of physical facilities including parking facilities and transportation
- b. Use of land owned or leased by the University
- c. Standards, systems and procedures for planning and designing physical facilities

5.3 Other

- a. Any other matter deemed by FDC to be within the purview of its general responsibility.

To initiate studies and make reports and recommendations on matters within the purview of FDC

6. Sub-Delegations from GFC Facilities Development Committee

Should be reviewed at least every three years and reported to GFC.

None.

7. Limitations to Authority

The following further refines or places limitations on authorities held by or delegated to FDC:

None.

8. Reporting to GFC

The Committee should regularly report to GFC with respect to its activities and decisions.

9. Definitions

University Facilities: All lands, buildings, and space owned, operated, or leased by or from the University of Alberta. (as per UAPPOL)

General Space Program: A general space program describes the current state of an academic, research and/or administrative unit's activities in terms of their space needs, including student, staffing and support requirements. A space program includes a space budget that outlines how much space the unit has currently, how much it will require in the near future, and also predicts what amount of space may be required over a long-term planning period. (as per UAPPOL)

Repurposing: Significant changes to the use of a facility, as determined by the Vice-President (Facilities and Operations) or delegate.

Space/Systems Renewal: Upgrades and improvements to space that involve renewed surface finishes and systems improvements. Renewal projects would apply to areas in which there is no change in use and would be used to upgrade large base building system deferred maintenance issues

in order to support current usage and operation. Examples of renewal include the following: repairs as repainting, replacement of flooring, replacing of piping, replacement of air systems, rebuilding of sidewalks, or upgrading a building envelope. (as per UAPPOL)

Renovation or Alteration: Any physical change to space that relates to more than renewed surface finishes. (as per UAPPOL)

Major Maintenance: Unplanned repairs and replacement that must be accomplished, but that is not funded by normal maintenance resources received in the annual operating budget cycle, and includes significant repairs and building system/component replacement in-kind. Examples include replacement of skylights, fire alarm systems, complete replacement of flooring for a department. (as per UAPPOL)

Repairs: Work to restore damaged or worn-out facilities (e.g., large-scale roof replacement after a wind storm) to normal operating condition. (as per UAPPOL)

Academic Staff: As defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#) in UAPPOL

Non-Academic Staff: As defined by the [Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) in UAPPOL

10. Links

[Planning and Renovation of Existing Facilities Policy](#)

[Long Range Development Plan \(LRDP\)](#)

[Sector Plans](#)

[Current Construction Projects](#)

Approved by General Faculties Council: October 30, 2017

FINAL Item No. 5

**Governance Executive Summary
Action Item**

Agenda Title	Proposed Changes to the Terms of Reference for the Council on Student Affairs
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Motion

THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed changes to the Terms of Reference for the GFC Council on Student Affairs as set forth in attachment 1, to take effect upon approval.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	GFC Executive Committee
Presenter(s)	Jason Acker, Chair, Subcommittee on Governance and Procedural Oversight, and member GFC Executive Committee (Exec GPO); Steven Dew, Chair, APC; Kate Peters, Secretary to General Faculties Council

Details

Office of Administrative Responsibility	University Governance
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to recommend the proposed changes to the terms of reference for the GFC Council on Student Affairs (COSA) put forward as a part of the three-year review.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The GFC Council on Student Affairs was reconstituted in 2019 with a terms of reference approved by General Faculties Council giving them broad responsibilities to provide considered input on university policies and initiatives from the perspective of student affairs. As a part of the three-year review process, changes are proposed to the composition of COSA to ensure that expertise on graduate program administration is present, to have one of the student executives sitting on the committee serve as vice-chair, and to open up student seats to allow at least half to be filled by students at-large.</p> <p>Background</p> <p>GFC decided to create COSA as a consultative body in 2019 to inform its work from the perspective of student affairs. The Terms of Reference state that the mandate for COSA is to give “considered input” to ensure proposals and policies before General Faculties Council have been reviewed through the lens of their impact on students. The presence of a “Student Affairs Committee” is noted in the <i>Post-Secondary Learning Act</i>.</p> <p>Composition</p> <p>Students make up the majority of members on the committee and committee composition currently aligns with the GFC Principles for Committee Composition in that all members must also be members of GFC. While this ensures a strong connection to GFC, it may be beneficial to include the perspectives of students at large. Student</p>

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	<p>members of GFC, and particularly the Councilors of the SU and GSA are already asked to make a large commitment. Allowing seats on COSA to be filled by students at-large may allow for more student engagement.</p> <p>There are three stakeholder groups represented on COSA: The Aboriginal Students Council, the Indigenous Graduate Students' Association, and the International Students Association. At-large positions may allow for representatives from other student groups on Campus to engage.</p> <p>Delegated Authority:</p> <p>COSA has no delegated authority from GFC, however they have played a key role in influencing policy and initiatives that fall under GFC's authority. In particular:</p> <ul style="list-style-type: none"> • Proposal for Academic Restructuring • The Teaching and Evaluation of Student Learning Policy Suite • The Provost's Taskforce on Remote Teaching and Learning <p>In addition, COSA provides feedback on annual reports and emerging initiatives including the student financial supports report, the undergraduate enrolment report, the Indigenous Institutional Strategic Plan, the proposed Growth Strategy and the proposed Online Strategy.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • Exec Governance and Procedural Oversight Committee <ul style="list-style-type: none"> ○ Members recommended that half of student member seats be opened to at-large students, that a student play the role of vice-chair, and that the Dean of FGSR be added to the composition. <p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • The review of the COSA terms of reference was discussed at the COSA meeting of March 3, 2022. <ul style="list-style-type: none"> ○ Members agreed that membership should be opened up but also felt that link to GFC should be maintained and suggested that at least half the elected student members should also be members of GFC.
Approval Route (Governance) (including meeting dates)	GFC Executive Committee, April 11, 2022 General Faculties Council, May 2, 2022

Strategic Alignment

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.
Alignment with Core Risk Area	Objective 21



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	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	COSA Terms of Reference GFC Executive Committee Terms of Reference <i>Post-Secondary Learning Act, Section 32</i>	

1. Attachment 1 (page(s) 1 - 2) Proposed changes to the COSA Terms of Reference

Prepared by: Kate Peters, peters3@ualberta.ca



1. Mandate and Role of the Committee

The Council on Student Affairs is a standing committee of General Faculties Council (GFC) charged with providing considered input to ensure proposals and policies before GFC are evaluated in light of their impact on students at the University of Alberta.

2. Areas of Responsibility

- a. Promote continued improvement of programs and policies related to student academic affairs
- b. Review proposals and policies related to student academic affairs

3. Composition

Voting Members (2021)

Ex-officio (56)

- Provost and Vice-President (Academic), Chair
- President, Students' Union
- President, Graduate Students' Association
- Vice-Provost and Dean of Students
- ~~Vice-Provost and University Registrar~~
- ~~Vice-Provost and Dean, Faculty of Graduate Studies and Research~~
- *(Either - The President, Students' Union or the President, Graduate Students' Association, will serve as Vice-Chair, to be decided annually by the executive of the SU and GSA)*

Elected by and from GFC (12)

- 8 undergraduate students, at least 4 must be members of GFC, with no more than one student per faculty (preference to members of GFC)
- 2 graduate students, at least 1 must be a member of GFC (preference to members of GFC)
- 2 academic staff from GFC, one of whom will be elected by the committee to serve as Vice-Chair

Appointed (3)

Representatives of:

- the Indigenous Students' Union, selected by the Indigenous Students' Union
- the Indigenous Graduate Students' Association, selected by the Indigenous Graduate Students' Association
- the International Students' Association, selected by the International Students' Association

4. Delegated Authority from General Faculties Council

None

5. Responsibilities Additional to Delegated Authority

- 5.1 Review and recommend to the GFC standing committees and GFC on various issues related to teaching and learning, academic programs, research, student financial support, student accessibility, significant changes to the academic schedule, student conduct, planning, and facilities
- 5.2 Review of issues may be requested by GFC, its standing committees, or initiated by the Council on Student Affairs

6. Limitations to Authority

N/A

7. Reporting

Reports regularly to GFC on activities and recommendations

8. Definitions

Student Academic Affairs: Activities, directly related to education and learning, that occur as part of a student's regular course work or program of study

9. Links

| Approved by General Faculties Council:
| February 25, 2019

| [Updated Approval Date](#)

FINAL Item No. 14

Governance Executive Summary
Action Item

Agenda Title	Draft Agenda for the Meeting of General Faculties Council
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Motion

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the May 2, 2022 meeting of General Faculties Council, as set forth in Attachment 1, as amended and pending recommendation of Item 8 by the GFC Academic Planning Committee.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Bill Flanagan, President and Chair, GFC Executive Committee
Presenter(s)	Bill Flanagan, President and Chair, GFC Executive Committee

Details

Responsibility	GFC Executive Committee
The Purpose of the Proposal is <i>(please be specific)</i>	To approve the Agenda for the General Faculties Council meeting to be held on Monday, May 2, 2022.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	The GFC Executive Committee is responsible for the approval of the agenda for all regular and special meetings of General Faculties Council, ensuring items are ready to be presented to GFC and are ordered and timed appropriately.
Supplementary Notes	

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<i>Those who are actively participating:</i> Bill Flanagan, President and Vice-Chancellor and Chair, GFC Executive Committee Office of the President Office of the Provost and Vice-President (Academic) University Governance GFC Executive Committee
Approval Route (Governance)	GFC Executive Committee – May 2, 2022

Strategic Alignment

Alignment with <i>For the Public Good</i>	Objective 21												
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing. <table border="1" style="width: 100%;"> <tr> <td><input type="checkbox"/> Enrolment Management</td> <td><input type="checkbox"/> Relationship with Stakeholders</td> </tr> <tr> <td><input type="checkbox"/> Faculty and Staff</td> <td><input type="checkbox"/> Reputation</td> </tr> <tr> <td><input type="checkbox"/> Funding and Resource Management</td> <td><input type="checkbox"/> Research Enterprise</td> </tr> <tr> <td><input type="checkbox"/> IT Services, Software and Hardware</td> <td><input type="checkbox"/> Safety</td> </tr> <tr> <td><input checked="" type="checkbox"/> Leadership and Change</td> <td><input type="checkbox"/> Student Success</td> </tr> <tr> <td><input type="checkbox"/> Physical Infrastructure</td> <td></td> </tr> </table>	<input type="checkbox"/> Enrolment Management	<input type="checkbox"/> Relationship with Stakeholders	<input type="checkbox"/> Faculty and Staff	<input type="checkbox"/> Reputation	<input type="checkbox"/> Funding and Resource Management	<input type="checkbox"/> Research Enterprise	<input type="checkbox"/> IT Services, Software and Hardware	<input type="checkbox"/> Safety	<input checked="" type="checkbox"/> Leadership and Change	<input type="checkbox"/> Student Success	<input type="checkbox"/> Physical Infrastructure	
<input type="checkbox"/> Enrolment Management	<input type="checkbox"/> Relationship with Stakeholders												
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<input type="checkbox"/> IT Services, Software and Hardware	<input type="checkbox"/> Safety												
<input checked="" type="checkbox"/> Leadership and Change	<input type="checkbox"/> Student Success												
<input type="checkbox"/> Physical Infrastructure													
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act (PSLA)</i> GFC Executive Committee Terms of Reference												



Monday, May 02, 2022
Hybrid Meeting in Council Chambers and by Zoom
2:00 PM - 4:00 PM

OPENING SESSION 2:00 – 2:05 p.m.

- | | | |
|----|--|---------------|
| 1. | Approval of the Agenda | Bill Flanagan |
| 2. | Comments from the Chair (no documents) | Bill Flanagan |

CONSENT AGENDA 2:05 – 2:10 p.m.

[If a member has a question or feels that any item on the consent agenda should be discussed, they should notify the Secretary to GFC, in writing, two business days or more in advance of the meeting so that the relevant expert can be invited to attend.]

Bill Flanagan

- | | | |
|----|---|--|
| 3. | Approval of the Open Session Minutes of March 21, 2022 | |
| 4. | New Members of GFC | |
| 5. | Proposed Termination of the Graduate Certificate in Teaching and Learning in Higher Education | |

Motion: To Approve

ACTION ITEMS

- | | | |
|----|--|--|
| 6. | Proposed Changes to the Terms of Reference for the GFC Academic Planning Committee and the GFC Committee on the Learning Environment, and the Proposed Disbanding of the GFC Facilities Development Committee 2:10 – 2:20 p.m. | Jason Acker
Kate Peters
Wendy Rodgers
John Nychka
Steven Dew |
|----|--|--|

Motion: To Approve

- | | | |
|----|--|--|
| 7. | Proposed Changes to the Terms of Reference for the GFC Council on Student Affairs 2:20 – 2:30 p.m. | Jason Acker
Kate Peters
Steven Dew |
|----|--|--|

Motion: To Approve

- | | | |
|----|--|----------------|
| 8. | Proposed Bachelor of Biomedicine Dual Degree, Faculty of Medicine and Dentistry 2:30 – 2:45 p.m. | Tracey Hillier |
|----|--|----------------|

Motion: To Recommend Board of Governors Approval

- | | | |
|----|---|--------------|
| 9. | Proposed Changes to Transfer Credits and Requirements for Graduate Programs, FGSR 2:45 – 2:50 | Brooke Milne |
|----|---|--------------|

Motion: To Approve

- | | | |
|----|--|--------------|
| 10 | Proposed Changes to Course Requirements for Graduate Programs, FGSR 2:50 – 3:00 p.m. | Brooke Milne |
|----|--|--------------|

Motion: To Approve

11. Proposed Changes to Extra-to-Degree Regulations for Graduate Programs, FGSR 3:00 – 3:10 p.m. Brooke Milne

Motion: To Approve

DISCUSSION ITEMS

12. Question Period 3:10 – 3:35 p.m. Bill Flanagan
13. Changes to the Faculty of Extension 3:35 – 3:50 p.m. Wendy Rodgers
14. Review of the GFC Nominating Committee Terms of Reference and Procedures 3:50 – 4:00 p.m. Jason Acker
Kate Peters
Sean McMurtry

INFORMATION REPORTS

[If a member has a question about a report, or feels that a report or information item should be discussed by GFC, they should notify the Secretary to GFC, in writing, two business days or more in advance of the meeting so that the Committee Chair (or relevant expert) can be invited to attend.]

15. Report of the GFC Executive Committee
16. Report of the GFC Academic Planning Committee
17. Report of the GFC Programs Committee
18. GFC Nominations and Elections
19. Report of the Board of Governors
20. Information Items:
A.COVID Decision Tracker
B. 2022-2023 GFC and GFC Standing Committee Schedules
C. University of Alberta Museums Annual Report: 2021-2022
21. Information Forwarded to GFC Members Between Meetings
-
-

CLOSING SESSION

22. Adjournment
- Next Meeting of General Faculties Council: June 6, 2022