
The following Motions and Documents were considered by the GFC Executive Committee at its Monday, April 03, 2023 meeting:

Agenda Title: **Proposed Revisions to the GFC Executive Committee Terms of Reference and Proposed Deletion of the GFC Policy Manual Section 25**

CARRIED MOTION:

THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed revisions to the GFC Executive Committee Terms of Reference as set forth in attachment 1, and the rescission of GFC Policy 25, to take effect upon approval.

FINAL Item 4.

Agenda Title: **Proposed Revisions to the UTAC Terms of Reference**

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 University Teaching Awards Committee including a name change to the Recognition of Teaching Committee as set forth in attachment 1, to take effect upon approval.

FINAL Item 5.

Agenda Title: **Proposed Change to GFC Meeting Procedural Rules**

STATUS MOTION:

It is moved that rule 6.5 of GFC's "Meeting Procedural Rules" be revised as follows:

6.5 Each agenda of GFC and its standing committees will include a Question Period scheduled for one half-hour in length.

- a. Question period is comprised of both written questions and, time permitting, questions from the floor.
- b. The Chair will rule on whether a question from the floor can be answered expeditiously; if not, it will be referred to the appropriate officer for response at the next meeting.
- c. No debate is to be permitted of either the question or the response. Members who have submitted questions will be permitted to ask one or more supplementary questions, after which other members of GFC will have the same opportunity.

FINAL Item 7.

Agenda Title: **Proposed Changes to GFC Composition**

STATUS MOTION:

That full-time academic staff shall constitute at least 51% of the membership of the General Faculties Council.

That to accomplish this for the immediate future, GFC shall appoint an additional thirty-eight (38) members of academic staff in full-time positions to the General Faculties Council for three-year terms starting 1 July 2023.

That the procedure for these appointments shall be as follows:

- ☒ There shall be an open call to full-time members of the academic staff to stand for
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appointment to GFC under section 25 of the Post-secondary Learning Act.

☒ If more than thirty-eight members of the full-time academic staff agree to stand for appointment to GFC, those standing for appointment shall be elected by the members of the academic staff, with the names of the thirty-eight members receiving the highest number of votes being put forward to GFC for appointment to GFC.

☒ That future appointments of academic staff under section 25 of the Post-secondary Learning Act to maintain a composition of GFC in which academic staff constitute at least 51% of GFC shall be made by the same procedure.

FINAL Item 8.



FINAL ITEM NO. 4

Decision **Discussion** **Information**

ITEM OBJECTIVE: To approve proposed changes stemming from the work of the GFC Executive Subcommittee on Governance and Procedural Oversight (GPO) to conduct a three-year review of the GFC Executive Committee terms of reference.

DATE	April 3, 2023
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	General Faculties Council

MOTION: THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed revisions to the GFC Executive Committee Terms of Reference as set forth in attachment 1, and the rescission of GFC Policy 25, to take effect upon approval.

EXECUTIVE SUMMARY:

Proposed changes to the Terms of Reference are as follows:

- Addition of governance and procedural oversight to the mandate and role of the committee
- Changes to language in areas of responsibilities for clarity
- Adding two members to the committee composition: 1 elected staff member from the appointed category and 1 graduate student member
- 4.1 edit so that Exec will not wait until the next meeting of GFC to report any decisions made under this authority
- 4.2 adding language regarding Exec’s role to ask for clarity or consultation – this would not give Exec any additional authority and is not a gatekeeping function it is simply articulating the responsibility set out in 6.1 and 6.2 of the [Meeting Procedural Rules](#) for Exec to ensure that items are complete and ready for GFC
- 4.3 edit to align language with that in the *Post-Secondary Learning Act* (PSLA)
- 4.4 edit to refer to policies in general rather than specific documents –specific documents already indicate approval authority
- 4.5 remove approval of consolidated exams. This authority is noted in the [Consolidated Final Exam Procedure](#) in UAPPOL and work may be done to move this authority elsewhere. GFC is the approver of the Procedure.
- 4.6 edit for consistency and addition of editorial authority
- 6.1 addition of language in sub delegation and proposal to rescind [GFC Policy 25](#)
- Additions of definitions of editorial changes and editorial authority

Supporting Materials:

1. Exec ToR-Tracked Changes document
2. GFC Policy 25

GOVERNANCE OUTLINE



FINAL ITEM NO. 4

SCHEDULE A:

Engagement and Routing

Consultation and Stakeholder Participation / Approval Route (parties who have seen the proposal and in what capacity) <[Governance Resources Section Student Participation Protocol](#)>

- GPO - Feb 7, Apr 4, Oct 24, 2022
- Vice-Provost and Registrar
- Student Appeals Coordinator
- GFC - Initial Feedback Form November 2022
- GPO - November 28, 2022
- EXEC - December 5, 2023
- GFC - Feedback Form on Tracked Changes January 2023
- GPO - March 27, 2023

Approval Route:

- GFC Executive Committee (recommendation) April 3, 2023
- General Faculties Council (approval) April 17, 2023

Supplementary Notes / Context:



1. Mandate and Role of the Committee

The Executive Committee is the executive body of General Faculties Council (GFC). It is charged with preparing the GFC agenda, [governance and procedural oversight](#), and carrying out the functions delegated to it by GFC. The Committee [may act](#)s on behalf of GFC in areas as defined in the terms of reference. The Chair may bring forward items to the committee for advice.

2. Areas of Responsibility

- a. Act on behalf of General Faculties Council as defined in section 4.1
- b. Preparation of agendas for GFC
- c. Faculty Councils – membership, quorum, [control function conditions, restrictions, and](#), sub-delegations
- d. Student Judiciary matters
- e. Academic procedural matters
- f. Governance [rules and procedures procedural](#) oversight

3. Composition

Voting Members (1416)

Ex-officio (5)

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

Elected from and by GFC (911)

- 7 [statutory](#) academic staff ~~(A1.1, 1.5, 1.6, 1.7)~~, one of whom will be elected by the committee to serve as Vice-Chair
- 1 [appointed elected member \(from any staff category\)](#)
- 1 [Faculty](#) Dean
- 1 undergraduate student
- 1 [graduate student](#)

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 [Act on behalf of General Faculties Council](#) on matters that must be decided before the next regularly scheduled GFC meeting and where it is not feasible to call a special meeting of GFC. The committee will first determine if the matter cannot wait and, if so determined, will proceed to consider it and act on behalf of GFC and report ~~on~~ the decision [at the next to](#) GFC meeting.

4.2 Prepare the agenda for all regular and special meetings of General Faculties Council. The committee will receive items from:

- a. GFC Standing Committees
- b. GFC members
- c. University Administration

The committee may choose to provide comments to GFC on any agenda items and may ask for clarity in documents or for additional consultation.

4.3 Faculty Councils

- a. Approve composition and quorum provisions of Faculty Councils
- b. ~~Exercise supervision of control functions regarding~~ Review any conditions or restrictions that are imposed by GFC on Faculty Councils (section 29 and 30 of PSLA), with and make recommendations to GFC when appropriate

4.4 Student Judiciary Matters

- a. Consider changes to ~~Code of Student Behaviour, Code of Applicant Behaviour, Practicum Intervention Policy~~ policies on student conduct and discipline for approval or placement on the GFC agenda
- b. Receive ~~and discuss annual reports on student conduct, including residence discipline statistics, and appeals~~ annual reports on student conduct and discipline and place on the GFC agenda for information
- c. Authority to take whatever special measures are necessary to ensure timely and fully-constituted hearing by the University Appeal Board (UAB), Academic Appeals Committee (AAC) and Practice Review Board (PRB)

4.5 Academic Procedures

- a. Approve the Academic Schedule
- b. Provide for the preparation and publication of the University Calendar
- c. Approve changes to wording on Parchments
- d. ~~Approve proposals for consolidated exams~~

4.6 Governance Procedural Oversight

- a. Ensure delegations from GFC and committee terms of reference are reviewed at least every 3 years
- b. Make recommendations to GFC regarding terms of reference, composition, and procedures for GFC and its standing committees
- b-c. Make editorial changes to GFC Committee terms of reference and report changes to GFC

5. **Responsibilities Additional to Delegated Authority**

5.1 Joint Summit of the Board and GFC – the chair will consult annually with the committee on the focus and goals of the annual joint meeting

6. **Sub-delegations from GFC Executive Committee**

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

Sub-delegations - the following items have been delegated by this committee as noted:

6.1 Academic Procedures

- a. Technical matters, [minor procedural directions, and final editorial authority](#) relating to the publication of the University Calendar have been sub-delegated to the Registrar
- b. Special arrangements to depart from the official Final Examination Schedule have been sub-delegated to Faculty Councils, subject to challenge by GFC

7. Limitations to Authority

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

- 7.1 Decisions made on behalf of GFC under section 4.1 must be reported [at the next GFC meeting to GFC](#).
- 7.2 In ordering the GFC agenda, the committee will be mindful of student membership terms when considering matters of particular concern to students.

8. Reporting to GFC

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

9. Definitions

Academic staff – as defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#)
[Editorial changes - these include grammar and punctuation as well as updates of names, titles, and other non-regulatory content for accuracy.](#)
[Editorial authority for minor procedural directions - as related to the University Calendar, includes the structure of the Calendar, compliance with general University policy and other applicable decisions made by GFC pertaining to academic programs.](#)

10. Related Links

[Academic Schedule Policy](#) and [Procedure Consolidated Final Examinations Procedure](#)
[Parchment Procedure](#)
[GFC Policy Manual Section 37: Course and minor program changes](#)
[University Calendar, Regulations](#)
[GFC Delegations of Authority](#)

Approved by General Faculties Council:
February 25, 2019
May 25, 2020
[Updated approval date](#)

GFC Policy Manual

25. Calendar Changes

Note from the University Secretariat: The Post-Secondary Learning Act gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)) and over the "preparation and publication of the university calendar" (section 26(1)(g)). GFC has thus enacted a policy on Calendar Changes, as set out below.

The complete wording of the section(s) of the Post-Secondary Learning Act, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.

The items referred to in subsection (g) above are delegated to the Executive Committee. (GFC 08 SEP 1966)

Technical matters relating to the printing and publication of the Calendar, including procedural matters in the editorial process such as the timing and form of submission, have been delegated to the Registrar. (GFC 31 MAY 1976) (GFC 27 JUN 1976)

The Registrar shall receive from the Board of Governors statements on fees for the inclusion in the University Calendar. (GFC 29 JUN 1981)

Final editorial authority for minor procedural directions was delegated to the Registrar, who will be responsible for the conformance of these directions to the general University policy. (GFC 29 JUN 1981)

The Registrar was given final editorial authority in regard to the purely descriptive materials in the Calendar (those without regulative force). (GFC 29 JUN 1981)

The 1981-82 University Calendar was accepted as the policy document of the University, with changes to the Calendar listed in the GFC minutes of June 29, 1981. (GFC 29 JUN 1981)

The GFC Executive Committee acted on behalf of GFC in endorsing:

- the 11 recommendations of the Calendar Task Force to the Vice-President (Academic) on the understanding that with respect to recommendation 11 the Provost and Vice-President (Academic) has the flexibility to decide on the funding issue. (EXEC 20 JUN 1997)
- the guidelines and procedures for implementing the Calendar Task Force recommendations with the addition of one Associate Dean and the Secretary to GFC in the review. (EXEC 20 JUN 1997)

- the principle of editing the existing Calendar test to: simplify the language; eliminate redundant information; correct punctuation and grammar; and to approve the resulting editorial changes made to the Faculty sections of the Calendar in accordance with this principle.(EXEC 20 JUN 1997)

[GFC Policy Manual](#)



Decision **Discussion** **Information**

ITEM OBJECTIVE:

The proposal is before the committee to revise the UTAC Terms of Reference and Awards for Teaching Excellence Policy Suite in response to the [Report of the Equity, Diversity, & Inclusivity Review of Teaching Awards Working Group](#).

DATE	April 3, 2023
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	Provost and Vice-President (Academic) and General Faculties Council

Motion:

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

EXECUTIVE SUMMARY:

In 2020, adjudication processes for both the [Awards for Faculty Excellence](#) and [Awards for Teaching Excellence](#) were paused to allow for a review of the procedures and processes for awards and recognition at the University of Alberta. The resulting [Report of the Equity, Diversity, & Inclusivity Review of Teaching Awards Working Group](#) suggests changes to the policy suite and adjudication practices to ensure equitable recognition of teaching and faculty excellence.

Report recommendations include, but are not limited to:

- Revisions to the nomination process to establish guidelines for self-nomination, provide mentorship, reduce the burden of application, and to reflect the new vision for inclusive excellence;
- Revisions to the nomination package to include a greater variety of submissions and reflection on Equity, Diversity, and Inclusion;
- Revisions to the adjudication process to streamline the procedure to ensure adjudication committees are diverse, trained on best adjudication practices and able to better assess the work of faculty and instructors from equity-denied groups.

[Changes to the University Teaching Awards \(UTAC\) Terms of Reference](#)

GOVERNANCE OUTLINE



ITEM NO. 5

In alignment with the proposed changes to the Teaching Awards policy suite, the proposed changes to the UTAC Terms of Reference include:

- Revision of the mandate and role of the committee and updating the name of the policy suite throughout the document;
- Change to responsibility to allow the committee to adjudicate all teaching awards;
- Proposed revisions to composition to ensure additional academic teaching staff and to reduce the number of members who are required to be members of GFC (10 members will continue to be elected by GFC);
- Addition of four ex officio members to the composition: the Executive Director of the Centre for Teaching and Learning; the Vice-Provost (Learning Initiatives), the Vice-Provost (Equity, Diversity, and Inclusion), and the Vice-Provost (Indigenous Research and Programming)
- Language that allows for additional members to be appointed if there are gaps in perspectives; and
- A responsibility to develop adjudication guidelines that reflect “transformed and transformative processes that embrace the knowledges and experiences of the committee’s membership in practice and outcome”.

Supporting Materials:

1. Proposed revisions to UTAC Terms of Reference

***See Schedule A for additional items to include if needed.**



SCHEDULE A

Engagement and Routing

Consultation and Stakeholder Participation / Approval Route (parties who have seen the proposal and in what capacity) <[Governance Resources Section Student Participation Protocol](#)>

Those who are actively participating:

- GFC Executive Subcommittee on Governance and Procedural Oversight (GPO)
- GFC Executive Committee (EXEC)

Those who have been consulted:

- GFC University Teaching Awards Committee (UTAC)
- Vice-Provost (Indigenous Programming and Research)
- Vice-Provost (Equity, Diversity, and Inclusion)
- Vice-Provost (Learning Initiatives)
- Chair of GFC UTAC
- Executive Director, Centre for Teaching and Learning

Those who have been informed:

- UTAC

Approval Route:

EXEC April 3, 2023 (Recommendation)
 GFC April 17, 2023 (Approval)

Supplementary Notes / Context:

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1. Mandate and Role of the Committee

The University Teaching Awards Committee (UTAC) is a standing committee of General Faculties Council (GFC) charged with adjudicating teaching awards according to the Recognition of Teaching Policy:

- ~~— the William Hardy Alexander Award for Excellence in Undergraduate Teaching~~
- ~~— the Rutherford Award for Excellence in Undergraduate Teaching~~
- ~~— the Provost's Award for Early Achievement of Excellence in Undergraduate Teaching~~
- ~~— the Teaching Unit Award~~

~~the Award for Excellence in Graduate Teaching~~

2. Areas of Responsibility

- a. Adjudicate ~~GFC's annual~~ teaching awards
- b. Review and recommend changes to the UAPPOL ~~Awards for Teaching Excellence Policy and its procedures for these awards~~ Recognition of Teaching Policy suite.

3. Composition

Voting Members (~~12~~16)

Elected by GFC (10)

- ~~- 5-6~~ academic staff, at least 2 should be Academic Teaching Staff (A2.1) and at (A1.1, A1.5, A1.6, A1.7), with no more than one from any Faculty. At least two of the academic staff members should be members of GFC. To ensure diverse representation, additional academic staff members can be appointed as set out below. The committee will elect a Chair and a Vice-Chair, at least one of whom is a member of GFC.

~~-1 Academic Teaching Staff (ATS)~~

- 3 undergraduate students ~~and~~

~~- 1 graduate student, at least one of whom is a member of GFC~~

Appointed (~~2~~6)

- 2 alumni, appointed by the Alumni Association

~~- Executive Director, Centre for Teaching and Learning~~

~~- Vice-Provost (Learning Initiatives)~~

~~- Vice-Provost (Equity, Diversity, and Inclusion)~~

~~- Vice-Provost (Indigenous Research and Programming)~~

Additional Appointed (as needed)

- The Chair of UTAC, after consultation with the committee and the Chair of the GFC Nominating Committee, may appoint additional members to ensure a balance of knowledges, pedagogical approaches and lived experiences that are representative of our values as defined in Braiding Past, Present and Future: University of Alberta Indigenous Strategic Plan, the Strategic Plan for Equity, Diversity, and Inclusivity, and the Framework for Effective Teaching.

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 ~~Determine winners of these~~Adjudicate teaching awards according to approved UAPPOL policies and procedures.

5. Responsibilities Additional to Delegated Authority

5.1 Review and approve, on an annual basis, the GFC UTAC Adjudication Guidelines that speak to conflicts of interest and adjudication procedures and reflect transformed and transformative processes that embrace the knowledges and experiences of the committee's membership in practice and outcome.

5.2 Review UAPPOL ~~Awards for Teaching Excellence~~Recognition of Teaching Policy and its procedures and recommend changes to GFC or the Provost and Vice President (Academic) for approval as appropriate.

6. Sub-delegations from University Teaching Awards Committee

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

None.

7. Limitations to Authority

7.1 The committee will use criteria outlined in UAPPOL policies and procedures and conduct activities in accordance with UTAC adjudication guidelines.

8. Reporting to GFC

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

9. Definitions

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

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

10. Links

~~[Awards for Teaching Excellence Policy](#)~~

~~[Award for Excellence in Graduate Teaching Procedure](#)~~

~~[Provost's Award for Early Achievement of Excellence in Undergraduate Teaching Procedure](#)~~

~~[Rutherford Award for Excellence in Undergraduate Teaching Procedure](#)~~

~~[Teaching Unit Award Procedure](#)~~

~~[William Hardy Alexander Award for Excellence in Undergraduate Teaching Procedure](#)~~

~~[GFC UTAC Adjudication Guidelines](#)~~

~~[Recognition of Teaching Policy](#)~~

~~[Teaching Awards Procedure](#)~~

Approved by General Faculties Council:

November 26, 2018

[Updated Approval Date](#)

FINAL ITEM NO. 7Decision Discussion Information

ITEM OBJECTIVE: On November 14, 2022, elected Academic Staff member Carolyn Sale made a Notice of Motion as per section 8.7 of the GFC Meeting Procedural Rules (MPR) to revise the MPR section 6.5 to require that each agenda of GFC include a thirty-minute question period.

DATE	April 03, 2023
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	General Faculties Council

MOTION:

It is moved that rule 6.5 of GFC's "Meeting Procedural Rules" be revised as follows:

6.5 Each agenda of GFC will include a Question Period scheduled for one half-hour in length.

- a. Question period is comprised of both written questions and, time permitting, questions from the floor.
- b. The Chair will rule on whether a question from the floor can be answered expeditiously; if not, it will be referred to the appropriate officer for response at the next meeting.
- c. No debate is to be permitted of either the question or the response. Members who have submitted questions will be permitted to ask one or more supplementary questions, after which other members of GFC will have the same opportunity.

Approval Route:

GFC Executive Committee – April 3, 2023 - For recommendation
General Faculties Council – April 17, 2023 - For final approval

Supplementary Notes / Context:

GFC Executive Committee holds delegated authority from GFC to recommend on procedures for GFC and considered this Notice of Motion at their April 3, 2023 meeting. A majority of members voted against the proposal, and asked to provide comments to GFC on the discussion points informing their decision.

Member of Executive Committee considered:

- That GFC meeting agendas were full and that Executive Committee needed flexibility schedule a shorter question period when required to leave enough time to discuss agenda items;
- The work of an *ad hoc* Governance and Procedural Review Committee struck by GFC Executive Committee and made up of GFC members who recommended that a requirement to include 30 minutes for question period was not necessary;
- The 2021-2022 consultations with GFC on the proposed changes and the GFC approval of the change in March 2022;



FINAL ITEM NO. 7

- Executive Committee's challenges in providing for discussion and deliberation when the agenda allowed for only 90 minutes; and
- That extending the meeting was not equitable and should be avoided.

It is moved that rule 6.5 of GFC's "Meeting Procedural Rules" be revised as follows:

6.5 Each agenda of GFC ~~and its standing committees~~ will include a Question Period scheduled for one half-hour in length.

- a. Question period is comprised of both written questions and, time permitting, questions from the floor.
- b. The Chair will rule on whether a question from the floor can be answered expeditiously; if not, it will be referred to the appropriate officer for response at the next meeting.
- c. No debate is to be permitted of either the question or the response. Members who have submitted questions will be permitted to ask one or more supplementary questions, after which other members of GFC will have the same opportunity.



FINAL ITEM NO.8

Decision **Discussion** **Information**

ITEM OBJECTIVE: On November 14, 2022, elected Academic Staff member Carolyn Sale made a Notice of Motion as per section 8.7 of the GFC Meeting Procedural Rules. The motion being brought forward is to appoint additional full-time academic staff to have them constitute at least 51% of the membership of the General Faculties Council.

DATE	April 3, 2023
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	General Faculties Council

MOTION:

That full-time academic staff shall constitute at least 51% of the membership of the General Faculties Council.

That to accomplish this for the immediate future, GFC shall appoint an additional thirty-eight (38) members of academic staff in full-time positions to the General Faculties Council for three year terms starting 1 July 2023.

That the procedure for these appointments shall be as follows:

- There shall be an open call to full-time members of the academic staff to stand for appointment to GFC under section 25 of the Post-secondary Learning Act.
- If more than thirty-eight members of the full-time academic staff agree to stand for appointment to GFC, those standing for appointment shall be elected by the members of the academic staff, with the names of the thirty-eight members receiving the highest number of votes being put forward to GFC for appointment to GFC.

That future appointments of academic staff under section 25 of the Post-secondary Learning Act to maintain a composition of GFC in which academic staff constitute at least 51% of GFC shall be made by the same procedure.

EXECUTIVE SUMMARY:

See attachment 1.

Section 25 of the *Post-Secondary Learning Act* states that members of the general faculties council referred to in section 23(a), (b), and (c) shall appoint the members referred to in section 23 (d) from the staff and students of the university, in the number and for the terms of office that the elected and student members and persons who are member by virtue of their offices determine.

GOVERNANCE OUTLINE



Supporting Materials:

Attachment 1 – C Sale – GFC Composition – GFC

Attachment 2 – C Sale – Comparators

Attachment 3 – GFC Executive Committee – Letters submitted by student members of GFC Executive from the Students’ Union and the Graduate Students’ Association

Attachment 4 – GFC Executive Committee – Documentation from the GFC Executive Sub-Committee on Governance and Procedural Oversight (GPO)

***See Schedule A for additional items to include if needed.**

SCHEDULE A:

Approval Route:

GFC Executive Committee – April 3, 2023 - For recommendation

General Faculties Council – April 17, 2023 - For final approval

Supplementary Notes / Context:

GFC Executive Committee holds delegated authority from GFC to recommend on changes to terms of reference and considered this Notice of Motion at their April 3, 2023 meeting. Members were unanimous in voting against the proposal, and asked to provide comments to GFC on the discussion points informing their decision.

Members of Executive Committee considered:

- The opposition of student members of Executive Committee and the letters of support submitted for their consideration by the UA Students’ Union and the Graduate Students’ Association;
- The desire to maintain and uphold the student voice at General Faculties Council;
- The considerable work of the Executive Subcommittee on Governance and Procedural Oversight who is currently reviewing the GFC terms of reference and have not determined a clear path forward; and
- That the parity of students and elected academic staff was a unique and time tested feature of the University of Alberta governance system and a strength of the University.

Members of GFC Executive Committee recommend that GFC vote down this proposal.

**Proposal for the Addition of Academic Staff Members
to the General Faculties Council**

C. Sale (elected representative for Faculty of Arts)

This is a proposal for the addition of thirty-eight (38) full-time continuing members of the academic staff to the membership of the General Faculties Council.

The General Faculties Council is the University of Alberta’s senior academic governance body. Under the *Postsecondary Learning Act*, it is, subject to the authority of the Board, “responsible for the academic affairs” of the University.

Since the beginning of the twentieth century, universities have been founded on the principle of collegial governance. That principle cannot be realized at the University of Alberta unless academic staff constitute a majority membership of its senior academic governance body, the General Faculties Council.

Academic staff currently constitute only 39% of the membership of GFC (62 out of 160 voting members).

The composition of our closest comparator, the General Faculties Council of the University of Calgary, is what is appropriate for the university’s senior academic governance body. At Calgary, academic staff constitute 54% of the membership of the General Faculties Council.

COMPARATOR CHART

GFC Composition: Comparison with the University of Calgary’s General Faculties Council

	% Academic Staff	Ex Officio* (23a + 23d)	Academic Staff (23b + 23d) + Librarians	Students	Staff (Non-Academic + MAPs)	Other	Total (Voting Members)
Calgary	54%	27	58	17	2	2	107
UAlberta	39%	32	62	58	5	1	158

Proposal for Addition of Academic Staff Members to GFC

For GFC's meeting of 17 April 2023

SOME BACKGROUND

Under section 24.2(a) of the *Post-secondary Learning Act*, Faculties elect “twice as many” academic staff to the General Faculties Council as the number of *ex officio* members stipulated under section 23.a of the *Act*:

The general faculties council from time to time (a) shall establish the total number of elected members to be on the general faculties council, which shall be twice the number of persons who are members of the general faculties council by virtue of their offices . . .

GFC also includes, as appointees under section 23.d of the *Act*, other members who serve by virtue of their office. These include the President of St. Joseph’s and the Principal of St. Stephen’s, who were appointed to GFC in 2019 (21 October 2019), and the three College Deans, appointed to GFC in 2021 (20 September 2021).

When these additional academic administrators were appointed to GFC, there was no inclusion of additional members of the academic staff. As a result, the proportion of members of the academic staff serving on GFC, which was already too low as a result of decisions taken a half-century ago, has dropped further over the last few years.

DETAILED PROPOSAL

GFC’s composition currently includes fifty-two (52) academic staff members as statutory members and ten (10) academic staff members as appointed members, for a total representation of academic staff on GFC of sixty-two (62) members. With that representation, 62 out of a total of 160 voting members, academic staff representation on GFC is only 39%.

For academic staff to constitute a majority membership of the General Faculties Council, an additional thirty-eight (38) members of the academic staff would need to be elected to serve on GFC. Total membership of GFC would rise to one hundred and ninety-eight (198) voting members, with one hundred (100) of these members being members of the academic staff.

The additional academic staff members of the General Faculties Council would be elected for three-year terms from Faculties as appointed members of GFC under the same procedures for electing academic staff members who are statutory members of GFC.

Proposal for Addition of Academic Staff Members to GFC

For GFC's meeting of 17 April 2023

MOTION

That full-time academic staff shall constitute at least 51% of the membership of the General Faculties Council.

That to accomplish this for the immediate future, GFC shall appoint an additional thirty-eight (38) members of academic staff in full-time positions to the General Faculties Council for three-year terms starting 1 July 2023.

That the procedure for these appointments shall be as follows:

- There shall be an open call to full-time members of the academic staff to stand for appointment to GFC under section 25 of the *Post-secondary Learning Act*.
- If more than thirty-eight members of the full-time academic staff agree to stand for appointment to GFC, those standing for appointment shall be elected by the members of the academic staff, with the names of the thirty-eight members receiving the highest number of votes being put forward to GFC for appointment to GFC.

That future appointments of academic staff under section 25 of the Post-secondary Learning Act to maintain a composition of GFC in which academic staff constitute at least 51% of GFC shall be made by the same procedure.

2003 cP-19.5 s24;2018 c19 s11

Additional members

25 The members of the general faculties council referred to in section 23(a), (b) and (c) shall **appoint** the members referred to in section 23(d) from the staff and students of the university, in the number and for the terms of office that the elected and student members and persons who are members by virtue of their offices determine.

2003 cP-19.5 s25;2018 c19 s12



Graduate Students' Association

University of Alberta

Dear Statutory Members of GFC,

I write to you today to address the pivotal motion put before you on April 17th, concerning the composition of GFC. As the Chair of the GSA Caucus on GFC, I implore you to vote against the motion to add an additional 38 academic members to the council. Having represented graduate students for the past three years, one as GSA VP Academic and two as a GSA Councilor, I have witnessed firsthand the significant value that students bring to the rich discussions and debates that take place in GFC. The democratic structure of GFC has given me confidence that my voice will be taken seriously, and it is a source of pride to be a student in a university that values the opinions of its students to such a degree. If academic staff becomes the majority on the council, the participation of students will become ineffective, and it will diminish the motivation of students to make their voices heard.

The value that students bring to the council is exemplified in the passing of the "Graduate Supervisory Guidelines." This was the result of hard work and collaboration between graduate students and faculty, providing that student leaders have direct experience in the conflicts that graduate students face with their supervisors. It is difficult to imagine that GFC trusted the voices of students more than half a decade ago, yet today, with access to more information than ever before, students are about to lose that voting right while they can make a more solid decision-making process. In an era where fewer individuals are willing to pursue graduate studies, it is crucial to listen to the students and understand why this is the case.

At the University of Alberta, we pride ourselves on effective democracy, an attribute that sets us apart from our peers in U15. It gave me confidence and a sense of value when GFC EXEC voted unanimously against the motion. It is my sincere request that you follow EXEC's recommendation and vote unanimously in the best interest of the university by preserving the students' voices and not depriving the university of its greatest asset.

Thank you for your attention and understanding.

Sincerely,

Bishoi Aziz
Graduate Students' Association Vice-President Academic

To the statutory members of GFC —

On April 17, you will face an important decision that will either uphold or diminish the unique way that students participate at our University. I would ask that you vote against the motion to add 38 additional academic staff to GFC, and stay true to the principled stance that we chose over fifty years ago.

In 1971, as the culmination of years of work toward democratizing the University of Alberta, GFC made an important decision that has shaped how we prioritize representation: "No constituent group should be large enough to carry a vote in GFC without the support of a 'substantial' number of members of constituent groups." This statement of principle has protected collegial and democratic values at our university ever since. It has ensured that stakeholders have a fair voice at the table in a way that often does not happen elsewhere. This uniqueness is a strength, not a flaw.

Over my three years as a member of GFC, I have always appreciated that the University of Alberta has stayed true to those principles by making space for meaningful stakeholder representation. That decision made it possible for students like me to be so much more than a tokenized voice, but valued community members who can respectfully offer their perspectives, give unique context to difficult choices, and inform our shared direction. When students have a fair vote, we feel a deep responsibility to work collegially and respect the decisions that GFC reaches together.

All too often, students at other institutions are sidelined and tokenized, a wasted opportunity for everyone. At the University of Alberta, our approach has given students a unique experiential learning opportunity that shapes future leaders who value collegiality and collaboration. Our system has built more informed students who are deeply invested in the future of a world-class institution. As part of a dynamic governance community, student representatives have contributed to major initiatives like the development of SPOT and sexual violence policy reform. All of this stems from students having a meaningful vote at GFC.

While this motion to give academic staff an effective majority does not reduce the number of students on GFC, it does diminish our voice — and many other voices — by proportion. I ask GFC to reaffirm its commitment to its longstanding principles and uphold the democratic values that make our University special.

Sincerely,



Abner Monteiro
President, University of Alberta Students' Union

Table 1- U of A Headcount and FTE as of Oct 1, 2022 (Excluding Student Employees and Excluded Academic)

			2022-23	
			October	
Employee Group	Staff Association Description	Staff Agreement	Headcount	Employee FTE
Employee	Assoc. of Acad Staff UofA	Academic Teaching Staff	967	656.4
		Administrative Prof Off	424	421.8
		Faculty	1,944	1,930.8
		Faculty Service Off	92	90.9
		Librarian	58	58.0
		Temp Lib Admin and Prof Staff	78	70.8
		Trust Research Academic Staff	430	414.9
		Total	3,974	3,643.6
	Excluded	Excluded Management	354	350.1
		Excluded Support	18	16.3
		Total	372	366.4
	Non Academic Staff Assoc	NASA	5,623	4,247.0
	Post-Doctoral Fellows	Post-Doctoral Fellows	538	530.6
	Grand Total			10,432

Table 2 - Student Fall 2022 Headcount (Excluding Medical and Dental Residents)

Student (as of Dec 1, 2022)	Undergraduate	34,608
	Graduate	8,408

Approved Feb 3, 1971

APPENDIX A

REPORT OF THE

AD HOC COMMITTEE ON STUDENT REPRESENTATION ON THE
GENERAL FACULTIES COUNCIL

I. Constitution and Terms of Reference

At its meeting of June 4, 1969, the General Faculty Council, (now the General Faculties Council), agreed to set up an ad hoc Committee to bring forward recommendations concerning increased student representation on the General Faculties Council and its committees. In September 1969 the Committee was constituted with the following membership: President M. Wyman (Chairman); Dean H.T. Coutts, Professors D.T. Anderson and J.J. Delehanty; Miss E. Law and Mr. D. Leadbeater (Students' Union); Mr. R.A. Watson (Graduate Students' Association).

II. Meetings

The Committee met formally six times between October 1969, and August 1970. The views of the Non-Academic Staff Association were presented to the third meeting by a deputation consisting of Mr. P. Arnold, Mr. R.M. Scott and Mr. O. Wood. Before the fifth meeting in April, the Students' Union decided to withdraw its members from the Committee, and the Committee agreed to Mr. G. Kuschminder acting as an observer. A sixth meeting, in August, 1970, was held to hear a delegation of students, including Z. Melkvi and O. Grainger (Graduate Students' Association), and G. Kuschminder, T. Peach, D. Hendrickson and T. Christian (Students' Union).

III. Procedures and Assumptions

Early in its deliberations, the Committee decided upon the following procedures.

(1) It would consider the composition of G.F.C. itself, and attempt to establish certain general principles, before turning to the question of student participation in G.F.C. committees.

(2) In discussing the composition of G.F.C., it would first attempt to state principles by means of which a composition of G.F.C. could be determined.

(3) It would then attempt to show how this composition could be implemented within the terms of the existing Universities Act.

(4) It would leave any consideration of changes in The Universities Act to G.F.C. as outside the Committee's terms of reference.

The Committee also made the following basic assumptions.

(1) Students are a constituent part of The University and not mere clients of it.

(2) Implicit in the Committee's terms of reference is a desire on the part of the present G.F.C. to give students more "meaningful" representation on G.F.C.

(3) By more "meaningful" representation would be meant representation that made possible a wide coverage of student viewpoints and a greater voting weight.

IV. Background

With the proclamation of the Universities Act of 1966, changes took place in the governing structures of the Universities in Alberta. In the first place, although the concept of a Board of Governors as an ultimate authority was retained, the wide powers of delegation of authority given to the Board of Governors, and its actual use of these powers of delegation, resulted in the General Faculties Council becoming the major decision-making body within the University structure. In the second place, the reconstitution of the General Faculties Council to ensure a two to one ratio between elected members of the academic staff and administration officers reflected the philosophy of 1966, that the "academic staff" was the "University". In this connection, it is interesting to recall that the major argument for the present composition of the General Faculties Council was the "democratization" of the University.

In the opinion of the Committee, the philosophy mentioned above is no longer generally acceptable, and certainly the present governing structure of the University does not approximate the ideas of students concerning a "democratic" university.

Although student representation on the General Faculties Council came into existence with the proclamation of the Universities Act of 1966, a membership of three students among a total membership of 79 must be considered as a token representation, without the authority or voting strength to influence the important decisions the General Faculties Council must make.

A great deal has been written recently, both pro and con, about student participation in the governing bodies of universities, most of it pure rhetoric or polemic with little or no evidence on the basis of which the validity of the statements could be tested. There is, however, considerable evidence to support the belief that a move towards a "meaningful" student representation on the governing bodies of universities is inevitable and imminent.

During the past year, indeed, many proposals have been advanced to change the governing structures of universities to give a meaningful voice to students, and some of them have already been adopted. For example, the University of Toronto has recommended a radical change in the Universities Act of Ontario to provide for a widely representative and unicameral governing body.

Of the eleven proposals considered by the University of Toronto, that recommended, and the number two choice, are outlined below:

<u>Constituents</u>	<u>Recommended</u>	<u>Second Choice</u>
Faculty	21	18
Students	14	18
Public	14	10
Alumni	10	10
Support Staff	6	7
President	1	1
President's Appointees	3	4
Academic Administrators	3	-
Total	72	68

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An example of a university with a governing body made up entirely of staff and students is provided by the University of New Haven, whose major decision-making group now consists of the following:

<u>Constituents</u>	<u>Numbers</u>
Academic Staff (elected)	30
Students (elected)	30
Administration officers	<u>12</u>
Total	<u>72</u>

For purposes of comparison, the present composition of The General Faculties Council of The University of Alberta is given below.

<u>Constituents</u>	<u>Numbers</u>
Ex-officio administration officers	24
Academic staff elected by faculties	48
Students named by the Students' Union	2
Students named by Graduate Students' Association	1
Staff member named by Academic Staff Association	1
Provost	1
Representative of Summer Session and Evening Credit Program	1
Representative of Non-Academic Staff Association	<u>1</u>
Total	<u>79</u>

Clearly the elected members of the academic staff hold a working majority of the membership in General Faculties Council, and, as mentioned before, this is in accord with the fundamental concept involved in the definition of a "democratic" university as of 1966. Since that time, the need to redefine this term seems to have been generally conceded, and the Committee accordingly places before G.F.C. for its consideration the following recommendations as to guiding principles, composition of membership, and election of members.

V. Recommended Guiding Principles

1. As long as the two-tiered governing structure exists at the University of Alberta, the membership on G.F.C. should come from within the University Community.

2. With the wide powers which have been delegated to it by the Board of Governors, G.F.C. should continue to be the major decision-making body within the University structure.

3. Every member of G.F.C. is charged with the responsibility of examining issues before the Council and voting as he or she judges fit on such issues. No member of G.F.C., no matter how he or she gains membership on this Council, is an instructed delegate, and no member of G.F.C. can be impeached.

4. Although the Committee feels that the possibility is remote that any issue will ever arise which will polarize one group within the University against another, the following constituent groups should be recognized as having independent claims for membership on G.F.C.

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- (1) Academic Staff
- (2) Undergraduate Students
- (3) Graduate Students
- (4) Non-Academic Staff
- (5) Administration officers
- (6) A.A.S.U.A.
- (7) Students' Union
- (8) Graduate Students' Association
- (9) Non-Academic Staff Association

5. The importance of the academic staff to this University should be recognized by ensuring that no other constituent group has a membership on G.F.C. larger than that assigned to the academic staff.

6. No constituent group should be large enough to carry a vote in G.F.C. without the support of a "substantial" number of members of other constituent groups. (What the Committee considers to be a "substantial" number is explained below.)

7. The number of ex-officio members of G.F.C. is determined by the Universities Act to be 24, and the number of members of the Academic Staff to be at least 48. This latter number should remain at 48 (exclusive of the one member of the academic staff named by the A.A.S.U.A.).

8. Staff and student associations should name representatives to G.F.C. as follows:

<u>Constituents</u>	<u>Numbers</u>
(1) A.A.S.U.A.	1
(2) Students' Union	2*
(3) Graduate Students' Association	1*
(4) Non-Academic Staff Association	1
Total	<u>5</u>

*Currently required by The Universities Act.

9. The Non-Academic Staff Association agrees with the Committee that the non-academic staff of the University should elect two members at large to G.F.C. (There is, however, a disagreement between the Non-Academic Staff association and the Committee on the method of electing these members. The Committee would give the franchise to all members of the non-academic staff; the N.A.S.A. would restrict it to its own membership.)

10. Student members of G.F.C. should be elected on a basis that is proportional to the number of students registered in the various faculties and schools.

11. A quorum for G.F.C. should be one-third of the total membership.

Note (1) In attempting to determine what might be deemed a "substantial" number under Principle 6 above, the Committee reasoned as follows:

(a) If the non-academic staff were granted three statutory places on G.F.C., the total membership would rise to 81, of whom 49 would be members of the academic staff constituent group. This would give that group an absolute voting majority. To prevent this happening, it would be necessary to raise the total membership to at least 99, an increase of 18. If the 18 places were to be assigned to students, their membership would rise to 21,

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but the academic staff constituent group would theoretically still need only one vote from another group to carry a motion. One vote cannot be considered a "substantial" number.

(b) The largest number of places that could be assigned to students would be 46, raising their total to 49, or parity with that of the academic staff (See Principle 5 above). The membership of G.F.C. would then be 127. Under such circumstances, either group would theoretically require 15 votes (or about 20% of the remaining voting strength of G.F.C.) from other constituent groups to carry a motion. The Committee would call such a percentage "substantial", and would recommend its adoption.

Note (2) The Committee recommends the raising of the representation of the student constituent group to parity with that of the academic staff rather than to some arbitrary figure between 21 and 49 for the reasons advanced above, but also to make "reasonable" representation possible. It is felt that there should be one graduate student representative for each of the faculty areas where a considerable amount of graduate work is conducted, and proportional representation of members of the Students' Union across the various faculties and schools, with none having less than one representative.

Composition of the General Faculties Council

The recommended composition of the expanded General Faculties Council is shown on the accompanying chart.

RECOMMENDED COMPOSITION OF THE GENERAL FACULTIES COUNCIL

	Ex- Officio	Ele- cted	Appo- inted	Under- Graduate Students	Graduate Students	Non- Academic Staff
Agriculture	1	3	-	1	1	-
Arts	1	13	-	6	1	-
Bus. Admin & Comm.	1	1	-	2	1	-
Dentistry	1	1	-	1	1	-
Dental Hygiene	1	-	-	1	-	-
Education	1	6	-	8	1	-
Engineering	1	3	-	3	1	-
Extension	1	-	-	-	-	-
Graduate Studies	1	-	-	-	-	-
Household Economics	1	1	-	1	-	-
Law	1	1	-	1	-	-
Library Science	1	-	-	1	-	-
Library	1	-	-	-	-	-
Medicine	1	5	-	1	1	-
Nursing	1	1	-	1	-	-
Pharmacy	1	1	-	1	1	-
Physical Education	1	1	-	1	1	-
Rehab. Medicine	1	1	-	1	-	-
Science	1	10	-	6	1	-
President's Office	4	-	-	-	-	-
Registrar	1	-	-	-	-	-

Summer Session and ECP	-	-	1	-	-	-
Students' Union	-	-	2	-	-	-
Graduate Students' Assoc.	-	-	1	-	-	-
A.A.S.U.A.	-	-	1	-	-	-
Non-Ac. Staff Assoc.	-	-	1	-	-	-
Provost	-	-	1	-	-	-
Non-Academic Staff	-	-	-	-	-	2
	24	48	7	36	10	2 = 127

RECOMMENDED METHOD OF ELECTION OF MEMBERS TO THE GENERAL FACULTIES COUNCIL

The Committee feels that a faculty or school is the smallest unit with which an undergraduate student can normally be identified. On this basis, the following recommendations are made:

1. The distribution of 36 undergraduate student members among the faculties and schools should be determined on a basis that is proportionate to the number of full-time students in that faculty or school, with the proviso that each faculty or school should always have at least one member on G.F.C.

2. Every student who is registered in a particular faculty or school, and who is a member of the Students' Union, should be eligible to vote in the election of undergraduate student members of G.F.C. for that faculty or school.

3. The election of undergraduate student members of G.F.C. should be conducted by the Students' Union.

4. Every graduate student whose work is connected with a department in a particular faculty or school is eligible to vote in the election of the graduate student member of G.F.C. for that faculty or school.

5. The election of graduate student members of G.F.C. should be conducted by the Graduate Students' Association.

Note (1) It should be noted that the Students' Union made a suggestion to the Committee that all members of the Council of the Students' Union should also be members of G.F.C. Although this would cause no difficulty with respect to numbers because there happen to be 36 members of the Council, the Committee feels that this would not be a wise principle to adopt. The Committee believes that the student body should be free to elect any student of their choice to membership on G.F.C., and an obligation to serve also on the Council of the Students' Union should not be imposed on students interested in the work of G.F.C. If students are interested in such a two-fold obligation, they should be free to run in the election for both positions.

Note (2) The Committee was also aware of the possible disadvantages inherent in a much enlarged G.F.C., but felt that other considerations, including urgency, outweighed them at this time.

M. Wyman, Chairman for the Committee
D.T. Anderson.
H.T. Coutts.
J.J. Delehanty.
R.A. Watson.

September 23, 1970

Comparator Data

Alberta Research University General Faculties Councils & Select U15 Academic Senates

University of Alberta GFC

	Total	Academic	Ex Officio	Students	Proportion of Academic Staff to total membership
PSLA ¹	81	52	26	3	64%
UAlberta with appointed members ²	158	62	33	58	39%

¹Composition if UAlberta strictly adhered to the requirements in the Post-Secondary Learning Act &

²Current composition with additional appointed members

Composition of Alberta Universities

Collected from University websites

	Total	Academic	Ex Officio	Students	Proportion of Academic Staff to total membership
Athabasca University	62	26	13	3	42%
University of Calgary	110	60	27	17	55%
University of Lethbridge	72	43	18	13	60%

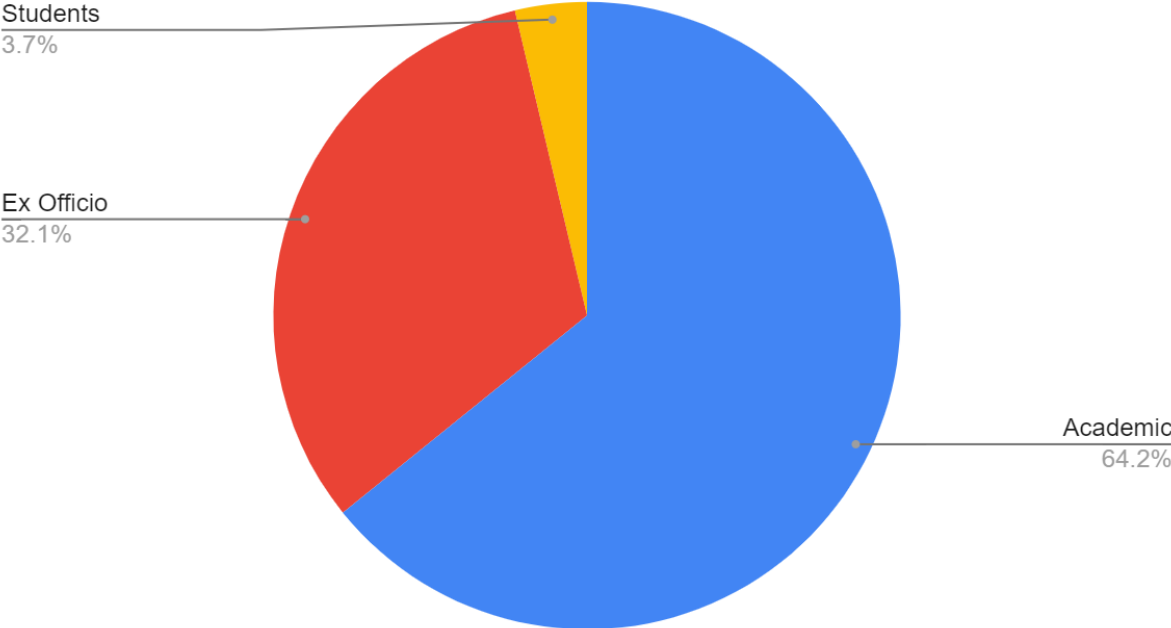
Composition of Select U15 Comparators

Data submitted through survey of governance colleagues

	Total	Academic	Ex Officio	Students	Proportion of Academic Staff to total membership
Alberta University for the Arts	31	18	11	2	58%
Brock University	72	39	25	8	54%
University of British Columbia	87	41	17	19	47%
Cape Breton University	54	29	16	9	54%
Carleton University	83	42	22	17	51%
Memorial University	91	52	26	13	57%
Nippising University	58	43	9	6	74%
Ontario Tech	46	24	16	6	52%
Queen's University	68	36	15	17	53%
University of Manitoba	135	82	24	29	61%
University of Saskatchewan	121	54	30	21	45%
University of Toronto (Academic Board)	115	48	51	16	42%
University of Waterloo	92	46	32	14	50%
University of Windsor	86	45	27	14	52%
Wilfred Laurier University	83	42	28	8	51%
York University	169	101	40	28	60%

Required Composition of University of Alberta (UA) General Faculties Council (GFC)
Based on Statutory Requirements set out in the *Post-Secondary Learning Act* (PSLA)

PSLA



Current Composition of UA GFC
Including additional appointed members

UAlberta with appointed members

