



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

General Faculties Council
University Teaching Awards Committee
Approved Open Session Minutes

Thursday, February 28, 2019
3-07 South Academic Building (SAB)
1:00 PM - 2:30 PM

ATTENDEES:

Voting Members:
Pierre Lemelin, Chair
Jen Beverly
Ramesh Bhambhani
Ryan Dunch
Gautam Gaur

Cheryl Poth
Regrets:
Alison Cheung
Heather Raymond
Janet Yao

Staff:
Laura Riley, Coordinator
Meg Brolley, GFC Secretary

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Bhambhani / Gaur

THAT the GFC University Teaching Awards Committee approve the Agenda.

CARRIED

2. Approval of the Open Session Minutes of November 01, 2018

Materials before members are contained in the official meeting file.

Motion: Gaur / Bhambhani

THAT the GFC University Teaching Awards Committee approve the Minutes of November 1, 2018.

CARRIED

3. Comments from the Chair

Presenter(s): Pierre Lemelin, Chair, GFC University Teaching Awards Committee

The Chair welcomed the committee and outlined the importance of the topics being discussed at the meeting. He reminded members that the Adjudication Guidelines had been revised and approved by the committee in the fall, and that they will be reviewed again after the adjudication meeting. He reminded members that at the final meeting for the year, the committee will also discuss any potential recommended changes to UAPPOL procedures.

DISCUSSION ITEMS

4. Review of GFC University Teaching Awards Committee (UTAC) Adjudication Guidelines

Materials before members are contained in the official meeting file

Presenter(s): Pierre Lemelin, Chair, GFC University Teaching Awards Committee

The committee reviewed and discussed the Adjudication Guidelines including examples of how to interpret potential conflicts of interest.

5. Introduction to Secure Document Portal

Presenter(s): Laura Riley, Committee Coordinator; Meg Brolley, GFC Secretary

Ms Riley and Ms Brolley introduced the committee to the new secure UTAC meeting portal, including a demonstration of access and use. The portal will provide committee members with access to the nomination packages and an informal ranking form electronically through this secure portal.

6. Handling of Electronic Files

Presenter(s): Pierre Lemelin, Chair, GFC University Teaching Awards Committee

The Chair reminded the committee that the university has overarching guidelines regarding the managing of electronic files. The confidentiality of the nomination files were discussed along with recommended safe practise for access and storage of electronic files. It was suggested that electronic file management be added to the Adjudication Guidelines when next reviewed.

7. Question Period

There were no questions.

INFORMATION REPORTS

8. Items Approved by the Committee by E-Mail Ballots

There were no items.

9. Information Items Forwarded to Committee Members Between Meetings

There were no items.

CLOSING SESSION

10. Adjournment

The Chair adjourned the meeting at 2:30 pm.