

September 26, 2011

Board Learning and Discovery Committee (BLDC)

The following Motion was recommended to the Board of Governors for approval by the Board Learning and Discovery Committee in the Open Session meeting of September 26, 2011.

Agenda Title: **Revised Terms of Reference for the Board Learning and Discovery Committee**

Motion: THAT the Board Learning and Discovery Committee recommend that the Board of Governors approve the proposed Terms of Reference for the Board Learning and Discovery Committee, as set forth in Attachment 1 to the agenda documentation.

Final Recommended Document: [Item 6](#)

The following Motions were approved by the Board Learning and Discovery Committee in the Open Session meeting of September 26, 2011.

Agenda Title: **2011- 12 Work Plan for the Board Learning and Discovery Committee**

Motion: THAT the Board Learning and Discovery Committee approve the proposed 2011-12 Work Plan, as amended and as set forth in Attachment 1.

Final Document: [Item 7](#)

Agenda Title: **Appointment of Vice-Chair of the Board Learning and Discovery Committee**

Motion: THAT the Board Learning and Discovery Committee appoint Mr Bernd Reuscher as Vice-Chair of the Board Learning and Discovery Committee, effective immediately.

Final Document: [Item 8](#)

OUTLINE OF ISSUE

Agenda Title: **Revised Terms of Reference for the Board Learning and Discovery Committee**

Motion: THAT the Board Learning and Discovery Committee recommend that the Board of Governors approve the proposed Terms of Reference for the Board Learning and Discovery Committee, as set forth in Attachment 1 to the agenda documentation.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Mr Ove Minsos, Chair, Board Learning and Discovery Committee Mr Brian Heidecker, Chair, Board of Governors
Presenter	Mr Ove Minsos, Chair, Board Learning and Discovery Committee Ms Marion Haggarty-France, University Secretary
Subject	Revised Terms of Reference for the Board Learning and Discovery Committee

Details

Responsibility	University Governance
The Purpose of the Proposal is (please be specific)	<p>The University of Alberta prepares one Comprehensive Institutional Plan (CIP) that incorporates elements of the University's access plan, research plan, capital plan and budgets into one comprehensive document. The CIP is for approval by the Board of Governors and is then filed with the appropriate Ministries of the Provincial Government.</p> <p>The CIP replaces the University Plan, the Capital Plan, and the University Budget (document). The Institutional Access Plan (IAP) and the Institutional Research Plan (IRP) are now incorporated into the CIP. The recommended change to the Terms of Reference addresses the CIP and/or a similar document as required. The "and/or similar document" language allows for approval of a similar type of document should the Ministries of the Provincial Government rename the required document.</p> <p>To align the terms of reference for all Board Standing Committees respecting the designation of a Vice-Chair from the Committee and the duties of a Vice-Chair.</p> <p>To align the terms of reference to specify that the Committee, receive for information proposals approved by the GFC Academic Planning Committee respecting new Shared Credential Programs at the University of Alberta.</p>
The Impact of the Proposal is	Align the terms of reference with the <i>Post-Secondary Learning Act</i> and to ensure consistency in our Board documentation.
Replaces/Revises	Board-approved Committee Terms of Reference 2010
Timeline/Implementation Date	Immediately upon approval by the Board of Governors
Estimated Cost	n/a
Sources of Funding	n/a
Notes	As noted in the Outline of Issue that was jointly before BLDC and BFPC members on March 1, 2011, University Governance indicated that "with the benefit of a full planning cycle, timing and alignment with the governance committees will be in order." The review of the terms of

	reference takes place on an annual basis to ensure documentation remains current. It is in keeping with University Governance's best practices that a change to the Committees Terms of Reference is being proposed.
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Alignment/Compliance

Alignment with Guiding Documents	The CIP is written in support of the University's vision and mission as outlined in <i>Dare to Discover</i> and its Academic Plan, <i>Dare to Deliver</i> .
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. Post Secondary Learning Act (PSLA), Section 60.0 (1)(b): "The Board of a public post-secondary institution shall develop, manage and operate, alone or in cooperation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta."</p> <p>2. Board of Governors General Terms of Reference, Section b: "The Board has delegated to each Committee responsibility and authority to make decisions on behalf of the Board in the Committee's defined area of responsibility except to the extent that such authority has been specifically limited by the Board in the Terms of Reference for the Committee."</p> <p>...</p> <p>"...issues which remain with the Board or which would be referred by a Committee to the Board would generally be in the nature of...any matter involving an alteration in the mandate, terms of reference, membership, or structure of a Committee;..."</p> <p>3. Board Learning and Discovery Committee Terms of Reference, Section 3 <i>Mandate of the Committee</i> states: [...] m. annually review the terms of reference for the Committee and Sub-committee and recommend to the Board any required changes.</p>

Routing (Include meeting dates)

Consultative Route	Board Chair President Senior Administration University Governance
Approval Route (Governance)	Board Learning and Discovery Committee (September 26, 2011) – for recommendation Board of Governors (October 21, 2011) – for approval
Final Approver	Board of Governors (October 21, 2011)

Attachments:

1. Board Learning and Discovery Committee Revised Terms of Reference – for recommendation to the Board (pages 1-3)
2. Board Learning and Discovery Committee Terms of Reference with tracked changes (pages 1-4)

Prepared by: Marion Haggarty-France, University Secretary, and Iva Spence, Committee Coordinator



BOARD LEARNING AND DISCOVERY COMMITTEE

TERMS OF REFERENCE

1. AUTHORITY

- (a) The Board Learning and Discovery Committee (the "Committee") is created by and responsible to the Board of Governors (the "Board") of the University of Alberta (the "University").
- (b) The Provost and Vice-President (Academic) and the Vice-President (Research) shall provide management support to the Committee.
- (c) University Governance shall provide administrative support to the Committee.
- (d) The Committee shall function in accordance with the Board's General Committee Terms of Reference.

2. COMPOSITION OF THE COMMITTEE

- a) Voting Members appointed by the Board (ordinarily a maximum of 10 voting members)
 - i) A Board member from the membership category identified by the Post-Secondary Learning Act (*the Act*) as *academic staff of the University*;
 - ii) A Board member from the membership category identified by the Act as an *undergraduate student nominated by the council of the **undergraduate** student association*;
 - iii) A Board member from the membership category identified by the Act as a **graduate** student nominated by the council of the *graduate student association*;
 - iv) Four Board members from the membership categories identified by the Act as general public, alumni and senate;
 - v) The Board Chair, by virtue of office
 - vi) The President and Vice-Chancellor, by virtue of office
 - vii) The Chancellor, by virtue of office
- b) Non-Voting Officials appointed by the President
 - i) Provost and Vice- President (Academic)
 - ii) Vice-President (Research)
 - iv) University Secretary
 - v) Committee Secretary
 - vi) Other officers, as determined by the President
- c) The Board of Governors shall appoint the Committee Chair from the Committee membership category 2 a) iv), upon recommendation of the Board Chair,

- d) The Committee shall designate the Vice-Chair from the Committee membership upon the recommendation of the Board Chair and the Committee Chair. The Vice-Chair undertakes and discharges all duties of the Chair in the absence of the Chair.

3. MANDATE OF THE COMMITTEE

Except as provided in paragraph 4 hereof and in the Board's General Committee Terms of Reference, the Committee shall, in accordance with the Committee's responsibilities with powers granted under the *Post-Secondary Learning Act*, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the "GFC"), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.

Without limiting the generality of the foregoing the Committee shall:

- a. review and approve initiatives related to the overall academic mission and related plans and policies of the University;
- b. review, provide feedback and approve teaching and research policies;
- c. review and approve recommendations of GFC for major changes in instructional and research programs and other academic matters;
- d. review and approve the establishment, modification and removal of enrolment quotas and annually review such quotas;
- e. review and approve the Code of Student Behaviour, the Code of Applicant Behaviour and the Practicum Intervention Policy;
- f. review and provide recommendations on the University's enterprise-wide risks and risk measures related to the Committee mandate;
- g. undertake studies and review academic matters that pertain to the quality of the educational experience at the University;
- h. monitor educational and research trends, community expectations and demands;
- i. monitor all matters related to intellectual property and technology transfer of research at the University.
- j. ensure that the academic teaching and research activities at the University are administered and undertaken in a manner consistent with the vision and mission of the University;
- k. consider future educational expectations and challenges to be faced by the University;
- l. review proposals and recommendations of GFC concerning the establishment, continuation and re-organization of faculties, schools, departments and make recommendations to the Board in respect thereof;
- m. review recommendations of GFC Academic Planning Committee concerning the Comprehensive Institutional Plan (CIP) and/or a similar document as required, and make recommendations to the Board in respect thereof;
- n. review and recommend to the Board any annual reports and any other major issues within the mandate of the committee;
- o. receive for information proposals approved by the GFC Academic Planning Committee respecting Shared Credential Programs;
- p. review the performance of the University, in the areas of responsibility of the Committee, against performance measure reports and results in place from time to

- time and report thereon to the Board; annually provide advice to the President, through the Chair of the Human Resources & Compensation Committee, with respect to the responsibilities and performance (in relation thereto) of those Vice-Presidents whose responsibilities are within the mandate of the Committee; and
- q. annually review the terms of reference for the committee and recommend to the Board any required changes.

The Committee shall review, evaluate, and provide information and recommendations to the Board where the Board is making decisions in areas generally related to areas of responsibility of the Committee.

4. LIMITATIONS ON DELEGATION BY THE BOARD

This general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee as set out in paragraph 3, the Board shall make all decisions with respect to:

- a. the establishment, continuation, reorganization or abolition of faculties, schools and departments;
- b. program approvals involving the creation or abolition of a degree program (but not specializations of an existing degree).

5. REPORTING TO THE BOARD

As provided in the Board's General Terms of Reference the Committee shall regularly report to the Board with respect to its activities and decisions.

Decision History:

Date	Decision-Maker	Decision
2011-09-26	Board Learning and Discovery Committee	Recommendation to the Board
2011-10-21	Board of Governors	For Approval



BOARD LEARNING AND DISCOVERY COMMITTEE

TERMS OF REFERENCE

1. AUTHORITY

- (a) The Board Learning and Discovery Committee (the "Committee") is created by and responsible to the Board of Governors (the "Board") of the University of Alberta (the "University").
- (b) The Provost and Vice-President (Academic) and the Vice-President (Research) shall provide management support to the Committee.
- (c) University Governance shall provide administrative support to the Committee.
- (d) The Committee shall function in accordance with the Board's General Committee Terms of Reference.

2. COMPOSITION OF THE COMMITTEE

- a) Voting Members appointed by the Board (ordinarily a maximum of 10 voting members)
 - i) A Board member from the membership category identified by the Post-Secondary Learning Act (*the Act*) as *academic staff of the University*;
 - ii) A Board member from the membership category identified by the Act as an *undergraduate student nominated by the council of the **undergraduate** student association*;
 - iii) A Board member from the membership category identified by the Act as a **graduate** student nominated by the council of the *graduate student association*;
 - iv) Four Board members from the membership categories identified by the Act as general public, alumni and senate;
 - v) The Board Chair, by virtue of office
 - vi) The President and Vice-Chancellor, by virtue of office
 - vii) The Chancellor, by virtue of office
- b) Non-Voting Officials appointed by the President
 - i) Provost and Vice- President (Academic)
 - ii) Vice-President (Research)
 - iv) University Secretary
 - v) Committee Secretary
 - vi) Other officers, as determined by the President
- c) The Board of Governors shall appoint the Committee Chair from the Committee membership category 2 a) iv), upon recommendation of the Board Chair ~~and the President~~,

~~d) The Committee shall designate one of its members to be a Vice-Chair of the Committee. The Committee shall designate the Vice-Chair from the Committee membership upon the recommendation of the Board Chair and the Committee Chair. The Vice-Chair undertakes and discharges all duties of the Chair in the absence of the Chair.~~

3. MANDATE OF THE COMMITTEE

Except as provided in paragraph 4 hereof and in the Board's General Committee Terms of Reference, the Committee shall, in accordance with the Committee's responsibilities with powers granted under the *Post-Secondary Learning Act*, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the "GFC"), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.

Without limiting the generality of the foregoing the Committee shall:

- a. review and approve initiatives related to the overall academic mission and related plans and policies of the University;
- b. review, provide feedback and approve teaching and research policies;
- c. review and approve recommendations of GFC for major changes in instructional and research programs and other academic matters;
- d. review and approve the establishment, modification and removal of enrolment quotas and annually review such quotas;
- e. review and approve the Code of Student Behaviour, the Code of Applicant Behaviour and the Practicum Intervention Policy;
- f. review and provide recommendations on the University's enterprise-wide risks and risk measures related to the Committee mandate;
- g. undertake studies and review academic matters that pertain to the quality of the educational experience at the University;
- h. monitor educational and research trends, community expectations and demands;
- i. monitor all matters related to intellectual property and technology transfer of research at the University.
- j. ensure that the academic teaching and research activities at the University are administered and undertaken in a manner consistent with the vision and mission of the University;
- k. consider future educational expectations and challenges to be faced by the University;
- l. review proposals and recommendations of GFC concerning the establishment, continuation and re-organization of faculties, schools, departments and make recommendations to the Board in respect thereof;
- m. review recommendations of GFC Academic Planning Committee concerning the Comprehensive Institutional Plan (CIP) and/or a similar document as required, and make recommendations to the Board in respect thereof;
- n. review and recommend to the Board any annual reports and any other major issues within the mandate of the committee;
- to. receive for information proposals approved by the GFC Academic Planning Committee respecting Shared Credential Programs;

- | ~~m.p.~~ review the performance of the University, in the areas of responsibility of the Committee, against performance measure reports and results in place from time to time and report thereon to the Board; annually provide advice to the President, through the Chair of the Human Resources & Compensation Committee, with respect to the responsibilities and performance (in relation thereto) of those Vice-Presidents whose responsibilities are within the mandate of the Committee; and
- | ~~n.g.~~ annually review the terms of reference for the committee and recommend to the Board any required changes.

The Committee shall review, evaluate, and provide information and recommendations to the Board where the Board is making decisions in areas generally related to areas of responsibility of the Committee.

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4. LIMITATIONS ON DELEGATION BY THE BOARD

This general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee as set out in paragraph 3, the Board shall make all decisions with respect to:

- a. the establishment, continuation, reorganization or abolition of faculties, schools and departments;
- b. program approvals involving the creation or abolition of a degree program (but not specializations of an existing degree).

5. REPORTING TO THE BOARD

As provided in the Board's General Terms of Reference the Committee shall regularly report to the Board with respect to its activities and decisions.

Decision History:

Date	Decision-Maker	Decision
2011-04-24 <u>09-26</u>	Board Learning and Discovery Committee	Recommendation to the Board
2011-02-11 <u>10-21</u>	Board of Governors	For Approval

OUTLINE OF ISSUE

 Agenda Title: **2011- 12 Work Plan for the Board Learning and Discovery Committee**
Motion: THAT the Board Learning and Discovery Committee approve the proposed 2011-12 Work Plan, as amended and as set forth in Attachment 1.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Mr Ove Minsos, Chair, Board Learning and Discovery Committee
Presenter	Mr Ove Minsos, Chair, Board Learning and Discovery Committee
Subject	2011-12 Work Plan for the Board Learning and Discovery Committee

Details

Responsibility	University Governance
The Purpose of the Proposal is (please be specific)	To review and approve the 2011-2012 Committee Workplan.
The Impact of the Proposal is	This proposal does not affect the core mandate of the Committee.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Immediately upon approval.
Estimated Cost	
Sources of Funding	
Notes	The Board Learning and Discovery Committee have not previously had a Work Plan. This will be the first Work Plan for Committee approval.

Alignment/Compliance

Alignment with Guiding Documents	
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post Secondary Learning Act (PSLA), Section 6.0 (1)(b): “The Board of a public post-secondary institution shall develop, manage and operate, alone or in cooperation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta.”</p> <p>2. Board of Governors General Terms of Reference, Section b: “The Board has delegated to each Committee responsibility and authority to make decisions on behalf of the Board in the Committee's defined area of responsibility except to the extent that such authority has been specifically limited by the Board in the Terms of Reference for the Committee.”</p> <p>...</p> <p>“...issues which remain with the Board or which would be referred by a Committee to the Board would generally be in the nature of...any matter involving an alteration in the mandate, terms of reference, membership, or structure of a Committee;...”</p> <p>3. Board Learning and Discovery Committee Terms of Reference, Section 3 (Mandate of the Committee):</p>

	<p>“Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall, in accordance with the Committee’s responsibilities with powers granted under the <i>Post-Secondary Learning Act</i>, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the “GFC”), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.”</p>
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Routing (Include meeting dates)

Consultative Route	
Approval Route (Governance)	Board Learning and Discovery Committee (September 26, 2011) – for approval
Final Approver	Board Learning and Discovery Committee

Attachments:

1. Board Learning and Discovery Committee Work Plan – for approval

Prepared by: Iva Spence, Committee Coordinator, 780-492-2655

BOARD LEARNING AND DISCOVERY COMMITTEE

2011-2012 DRAFT WORK PLAN (SUBJECT TO APPROVAL BY THE BOARD OF THE PROPOSED TERMS OF REFERENCE)

Scope of Duty	Key Activities	Sep 26/11	Nov 21/11	Jan 23/12	Feb 27/12	Apr 23/12	Jun 1/12	Comments
Monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the "GFC"), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.	Program proposals – recommendations from GFC or GFC Executive UAPPOL policy							
Review and approve initiatives related to the overall academic mission and related plans and policies of the University;	<ul style="list-style-type: none"> • Dare to Discover • Academic Plan • Comprehensive Institutional Plan (CIP) <ul style="list-style-type: none"> ○ Academic Chapter • Faculty Unit Reviews <ul style="list-style-type: none"> ○ Augustana ○ Arts ○ Pharmacy 	X	X(info)		X(appr)			Off until 2015 Off until 2015
Review, provide feedback and approve teaching and research policies;								
Review and approve recommendations of GFC for major changes in instructional and research programs and other academic matters;								As needed.

Scope of Duty	Key Activities	Sep 26/11	Nov 21/11	Jan 23/12	Feb 27/12	Apr 23/12	Jun 1/12	Comments
Review and approve the establishment, modification and removal of enrolment quotas and annually review such quotas;	<ul style="list-style-type: none"> Annual Enrolment Report (from GFC) 	X						Review Annually
Review and approve the Code of Student Behaviour, the Code of Applicant Behaviour and the Practicum Intervention Policy;	Changes to appeals policies from GFC Executive or GFC							As needed.
Review and provide recommendations on the University's enterprise-wide risks and risk measures related to the Committee mandate;	Risks relating to Academic Reputation, Enrolment Growth and Complexity, Learning and Discovery or Research Growth, Complexity and Stewardship		X				X	
Undertake studies and review academic matters that pertain to the quality of the educational experience at the University;								
Monitor educational and research trends, community expectations and demands;								
Monitor all matters related to intellectual property and technology transfer of research at the University;								
Ensure that the academic teaching and research activities at the University are administered and undertaken in a manner consistent with the vision and mission of the University;	Report on Entities Affiliated with the University of Alberta (Centres and Institutes)		X					

Scope of Duty	Key Activities	Sep 26/11	Nov 21/11	Jan 23/12	Feb 27/12	Apr 23/12	Jun 1/12	Comments
Consider future educational expectations and challenges to be faced by the University;								
Review proposals and recommendations of GFC concerning the establishment, continuation and re-organization of faculties, schools, departments and make recommendations to the Board in respect thereof;								
Recommend Board approval of the Committee's proposed amendments to its Terms of Reference	Proposed changes to Terms of Reference to include the CIP, information regarding the naming of a Vice-Chair and duties, and Shared Credential Programs.	X						Reviewed annually

OUTLINE OF ISSUE

Agenda Title: **Appointment of Vice-Chair of the Board Learning and Discovery Committee**

Motion: THAT the Board Learning and Discovery Committee appoint Mr Bernd Reuscher as Vice-Chair of the Board Learning and Discovery Committee, effective immediately.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Ove Minsos, Chair, Board Learning and Discovery Committee Brian Heidecker, Board Chair
Presenter	Ove Minsos, Chair, Board Learning and Discovery Committee
Subject	Appointment of Vice-Chair of the Board Learning and Discovery Committee

Details

Responsibility	University Governance
The Purpose of the Proposal is (please be specific)	To appoint a Vice-Chair for the Learning and Discovery Committee. The Committee Chair has consulted with the Board Chair.
The Impact of the Proposal is	See purpose
Replaces/Revises (eg, policies, resolutions)	n/a
Timeline/Implementation Date	Upon approval.
Estimated Cost	n/a
Sources of Funding	n/a
Notes	

Alignment/Compliance

Alignment with Guiding Documents	
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>Section 8 of the Board's General Terms of Reference for Board Standing Committees states:</p> <p><i>In order for a meeting to be validly constituted for the transaction of business, either the Chair or the Vice-Chair shall be present.</i></p> <p>Section 2 d of the Board Learning and Discovery Committee Terms of Reference states:</p> <p><i>The Committee shall designate one of its members to be a Vice-Chair of the Committee.</i></p>

Routing (Include meeting dates)

Consultative Route	Ove Minsos, Chair, Board Learning and Discovery Committee Brian Heidecker, Chair, Board of Governors
Approval Route (Governance) (including meeting dates)	Board Learning and Discovery Committee (for approval) – September 26, 2011
Final Approver	Board Learning and Discovery Committee