



The following Motions and Documents were considered by the Board Learning and Discovery Committee at its Thursday, September 29, 2016 meeting:

Agenda Title: **Approval of 2016-17 Committee Workplan (with Terms of Reference for information)**

APPROVED MOTION: THAT the Board Learning and Discovery Committee approve the Committee's 2016-17 Workplan, as set forth in Attachment 1.

Final recommended item: 5.

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

APPROVED MOTION: THAT the Board Learning and Discovery Committee appoint Mr LeRoy Johnson as Vice-Chair of the Board Learning and Discovery Committee, effective immediately.

Final recommended item: 6.

OUTLINE OF ISSUE
Action Item

Agenda Title: **Approval of 2016-17 Committee Workplan (with Terms of Reference for information)**

Motion: THAT the Board Learning and Discovery Committee approve the Committee’s 2016-17 Workplan, as set forth in Attachment 1.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Shenaz Jeraj, Chair, Board Learning and Discovery Committee
Presenter	Shenaz Jeraj, Chair, Board Learning and Discovery Committee

Details

Responsibility	University Governance
The Purpose of the Proposal is	To review and approve the 2016-17 Committee Workplan
The Impact of the Proposal is	This proposal does not affect the core mandate of the Committee.
Replaces/Revises	Committee-approved 2015-16 Workplan
Timeline/Implementation Date	Immediately upon approval
Estimated Cost /funding source	n/a
Next Steps (ie.: Communications Plan, Implementation plans)	University Governance will work with Administration to organize agenda material for 2016-17 Learning and Discovery Committee meetings, per the approved Workplan.
Supplementary Notes and context	The Committee Terms of Reference are attached for information/reference.

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u>Those who have been informed:</u> •
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> • Shenaz Jeraj, Chair, Board Learning and Discovery Committee • Marion Haggarty-France, University Secretary • President’s Executive Committee – Strategic • Steven Dew, Provost and Vice-President (Academic) • Lorne Babiuk, Vice-President (Research) • Katharine Moore, Senior Administrative Officer, Research • Marj Cayford, former Senior Administrative Officer, Provost and Vice-President (Academic)
	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> • Board Learning and Discovery Committee members and administration • Juli Zinken, Board Secretary and Manager of Board Services
Approval Route (Governance) (including meeting dates)	Board Learning and Discovery Committee, September 29, 2016 (for approval)
Final Approver	Board Learning and Discovery Committee

Alignment/Compliance

Alignment with Guiding Documents	Institutional Strategic Plan – <i>For the Public Good:</i> <i>SUSTAIN: Sustain our people, our work, and the environment by</i>
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	<p><i>attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</i></p> <p><i>21. Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</i></p> <p><i>v. Develop a set of equitable, meaningful, and relevant measures to monitor our progress toward strategic goals and develop the tools required to report on them.</i></p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>1. Post Secondary Learning Act (PSLA), Section 60 (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(q):</p> <p>q. annually review the terms of reference for the committee and recommend to the Board any required changes.</p>

Attachments

1. Board Learning and Discovery Committee 2016-17 Workplan – showing edits (3 pages)
2. Board Learning and Discovery Committee 2016-17 Workplan - clean version (3 pages)
3. Board Learning and Discovery Committee Terms of Reference (3 pages) – for information

Prepared by: Juli Zinken, Board Secretary and Manager of Board Services

Mandate / Key Activities	Sept 29/16	Nov 25/16	Feb 27/17	Apr 24/17	June 1/17	Responsibility	Session
a) review and approve initiatives related to the overall academic mission and related plans and policies of the University;							
Institutional Strategic Plan						President	Open
Quality Assurance reports:						Provost	Open
• Undergraduate Program Unit Reviews						Provost	Open
• Graduate Program Reviews						Provost	Open
• Presidential Visiting Committee Reviews						President	Open
o <u>Faculty of Medicine and Dentistry</u>		x				President	Open
b) review, provide feedback & approve teaching and research policies;							
						Provost / VP R	Open
c) review and approve recommendations of GFC for major changes in instructional and research programs and other academic matters;							
						Provost / VP R	Open
d) review, provide feedback and approve the enrolment management strategy and annually review such plans							
Student recruitment strategies (including admissions and support): domestic and international students (BG action item: June 19, 2015):							
<u>National Recruitment Strategy</u>		x				Provost	Open
<u>International Recruitment Strategy</u>			update	?	?	Provost	Open
Undergraduate Enrolment Report			x			Provost	Open
<u>Graduate Enrolment Report</u>			x			Provost	Open
e) review and approve the Code of Student Behaviour, the Code of Applicant Behaviour and the Practicum Intervention Policy;							
Changes to appeals policies from GFC Exec / GFC						Univ Governance	Open
Annual Report from Appeals Coordinator			x			Univ Governance	Open
Annual Report from Office of Student Conduct and Accountability			x			Provost	Open

Mandate / Key Activities	Sept 29/16	Nov 25/16	Feb 27/17	Apr 24/17	June 1/17	Responsibility	Session
f) Review and provide recommendations on the University's enterprise-wide risks and risk measures related to the Committee mandate:							
Underlying all discussions and items before the Committee. BLDC-associated risks are: Enrolment Management, Faculty and Academic Leadership, Research Growth and Complexity, and Student Experience	x	x	x	x	x	Committee	All
Institutional Risk Summary					x	VP F&A	Closed
g) Undertake studies and review academic matters that pertain to the quality of the educational experience at the University							
	As required					Provost	Open
Review of annual goals & plans for implementation:							
Students' Union	x					SU President	Open
Graduate Students' Association	x					GSA President	Open
Post-Doctoral Fellows Association	x					PDF President	Open
h) Monitor educational and research trends, community expectations and demands							
	As required					VP Research	Open
Regular updates on research funding competitions and announcements	x	x	x	x	x	VP Research	Open
i) Monitor all matters related to intellectual property and technology transfer of research at the University							
	As required					VP Research	Open
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							
Report from the Provost & Vice-President (Academic)	x	x	x	x	x	Provost	Open
Report from the Vice-President (Research)	x	x	x	x	x	VP Research	Open
University of Alberta Centres and Institutes Annual Report	*	x				Provost	Open
k) Consider future educational expectations and challenges to be faced by the University							
	As required					President / Provost / VP Research	Open

Mandate / Key Activities	Sept 29/16	Nov 25/16	Feb 27/17	Apr 24/17	June 1/17	Responsibility	Session
l) <i>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</i>	As required					Provost	Open
m) <i>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;</i>							
Comprehensive Institutional Plan (CIP): Academic Chapter		* (info)	x Action			Provost / VP Research	Open
n) <i>Review and recommend to the Board any annual reports and any other major issues within the mandate of the committee;</i>	As required					Provost / VP Research	Open
o) <i>Receive for information proposals approved by the GFC Academic Planning Committee respecting Shared Credential Programs;</i>	As required					Provost	Open
p) <i>Annually provide advice to the President, through the chair of the Board Human Resources and 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</i>				x		President / Committee Chair	In Camera
q) <i>Annually review the terms of reference for the committee and recommend to the Board any required changes.</i>	x					Univ Governance / Committee Chair	Open
r) <i>Annually review and approve the committee workplan.</i>	x					Univ Governance / Committee Chair	Open
Committee Education							
Teaching, learning and research strategy briefings as determined by the Committee Chair, Provost and Vice-President (Academic), and the Vice-President (Research) (list and timing may be amended as deemed appropriate by Administration in consultation with the Chair):							
<u>Role of Post-Doctoral Fellows (as part of PDF President Presentation)</u>	x					VP Research	Open
<u>Overview of Quality Assurance Program</u>		x				Provost	Open
<u>Learning Outcomes</u>			x?			Provost	Open
<u>Tri-Agency Financial Monitoring Review</u>				x?	x?	VP Research	Open

Mandate / Key Activities	Sept 29/16	Nov 25/16	Feb 27/17	Apr 24/17	June 1/17	Responsibility	Session
a) review and approve initiatives related to the overall academic mission and related plans and policies of the University;							
Institutional Strategic Plan						President	Open
Quality Assurance reports:							
• Undergraduate Program Unit Reviews						Provost	Open
• Graduate Program Reviews						Provost	Open
• Presidential Visiting Committee Reviews						President	Open
○ Faculty of Medicine and Dentistry		x				President	Open
b) review, provide feedback & approve teaching and research policies;							
						Provost / VP R	Open
c) review and approve recommendations of GFC for major changes in instructional and research programs and other academic matters;							
						Provost / VP R	Open
d) review, provide feedback and approve the enrolment management strategy and annually review such plans							
Student recruitment strategies (including admissions and support): domestic and international students (BG action item: June 19, 2015):							
National Recruitment Strategy		x				Provost	Open
International Recruitment Strategy			update	?	?	Provost	Open
Undergraduate Enrolment Report			x			Provost	Open
Graduate Enrolment Report			x			Provost	Open
e) review and approve the Code of Student Behaviour, the Code of Applicant Behaviour and the Practicum Intervention Policy;							
Changes to appeals policies from GFC Exec / GFC						Univ Governance	Open
Annual Report from Appeals Coordinator			x			Univ Governance	Open
Annual Report from Office of Student Conduct and Accountability			x			Provost	Open

Mandate / Key Activities	Sept 29/16	Nov 25/16	Feb 27/17	Apr 24/17	June 1/17	Responsibility	Session
f) Review and provide recommendations on the University's enterprise-wide risks and risk measures related to the Committee mandate:							
Underlying all discussions and items before the Committee. BLDC-associated risks are: Enrolment Management, Faculty and Academic Leadership, Research Growth and Complexity, and Student Experience	x	x	x	x	x	Committee	All
Institutional Risk Summary					x	VP F&A	Closed
g) Undertake studies and review academic matters that pertain to the quality of the educational experience at the University							
	As required					Provost	Open
Review of annual goals & plans for implementation:							
Students' Union	x					SU President	Open
Graduate Students' Association	x					GSA President	Open
Post-Doctoral Fellows Association	x					PDF President	Open
h) Monitor educational and research trends, community expectations and demands							
	As required					VP Research	Open
Regular updates on research funding competitions and announcements	x	x	x	x	x	VP Research	Open
i) Monitor all matters related to intellectual property and technology transfer of research at the University							
	As required					VP Research	Open
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							
Report from the Provost & Vice-President (Academic)	x	x	x	x	x	Provost	Open
Report from the Vice-President (Research)	x	x	x	x	x	VP Research	Open
University of Alberta Centres and Institutes Annual Report		x				Provost	Open
k) Consider future educational expectations and challenges to be faced by the University							
	As required					President / Provost / VP Research	Open

Mandate / Key Activities	Sept 29/16	Nov 25/16	Feb 27/17	Apr 24/17	June 1/17	Responsibility	Session
l) <i>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</i>	As required					Provost	Open
m) <i>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;</i>							
Comprehensive Institutional Plan (CIP): Academic Chapter			x Action			Provost / VP Research	Open
n) <i>Review and recommend to the Board any annual reports and any other major issues within the mandate of the committee;</i>	As required					Provost / VP Research	Open
o) <i>Receive for information proposals approved by the GFC Academic Planning Committee respecting Shared Credential Programs;</i>	As required					Provost	Open
p) <i>Annually provide advice to the President, through the chair of the Board Human Resources and 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</i>				x		President / Committee Chair	In Camera
q) <i>Annually review the terms of reference for the committee and recommend to the Board any required changes.</i>	x					Univ Governance / Committee Chair	Open
r) <i>Annually review and approve the committee workplan.</i>	x					Univ Governance / Committee Chair	Open
Committee Education							
Teaching, learning and research strategy briefings as determined by the Committee Chair, Provost and Vice-President (Academic), and the Vice-President (Research) (list and timing may be amended as deemed appropriate by Administration in consultation with the Chair):							
Role of Post-Doctoral Fellows (as part of PDF President Presentation)	x					VP Research	Open
Overview of Quality Assurance Program		x				Provost	Open
Learning Outcomes			x?			Provost	Open
Tri-Agency Financial Monitoring Review				x?	x?	VP Research	Open



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, provide feedback and approve the enrolment management strategy and annually review such plans;
- e. review and approve the Code of Student Behaviour, the Code of Applicant Behaviour and the Practicum Intervention Policy;
- f. review and provide recommendations to the Board Audit Committee 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);
- c. the consideration of proposals, ideas and issues that deal with the academic transformation of the institution.

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	Recommended to the Board
2011-10-21	Board of Governors	Approved
2014-09-29	Board Learning and Discovery Committee	Recommended to the Board
2014-10-24	Board of Governors	Approved
2015-10-01	Board Learning and Discovery Committee	Recommended to the Board
2015-10-26	Board of Governors	Approved

OUTLINE OF ISSUE
Action Item

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

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

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Shenaz Jeraj, Chair, Board Learning and Discovery Committee; Michael Phair, Chair, Board of Governors
Presenter	Shenaz Jeraj, Chair, 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 Board Learning and Discovery Committee. The Committee Chair has consulted with the Board Chair.
The Impact of the Proposal is	See purpose
Replaces/Revises	n/a
Timeline/Implementation Date	Upon approval
Estimated Cost/ funding source	n/a
Next Steps	n/a
Supplementary Notes and context	Recommendation is being made in light of upcoming committee membership changes due to impending Board member term end dates.

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u><i>Those who have been informed:</i></u> <ul style="list-style-type: none"> •
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> • Michael Phair, Chair, Board of Governors • Marion Haggarty-France, University Secretary • Ray Muzyka, Current Vice-Chair, Board Learning and Discovery Committee
	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> • Shenaz Jeraj, Chair, Board Learning and Discovery Committee • LeRoy Johnson, Member, Board Learning and Discovery Committee
Approval Route (Governance) (including meeting dates)	Board Learning and Discovery Committee, September 29, 2016 (for approval)
Final Approver	Board Learning and Discovery Committee

Alignment/Compliance

Alignment with Guiding Documents	<Institutional Strategic Plan – <i>For the Public Good</i> , Comprehensive Institutional Plan, Institutional values, Other>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section)	Section 9 of the <u>Board's General Terms of Reference for Board Standing Committees</u> states: <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>

Item No. 6

numbers)	Section 2 of the <u>Board Learning and Discovery Committee Terms of Reference</u> states: <i>(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.</i>
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Prepared by: Juli Zinken, Board Secretary and Manager of Board Services, juli.zinken@ualberta.ca, 780-492-4715.