



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

General Faculties Council
Executive Committee
Approved Open Session Minutes

Monday, November 02, 2015
2-31 South Academic Building (SAB)
2:15 PM - 4:00 PM

ATTENDEES:

Voting Members:

Steven Dew	Acting Chair and Provost and Vice-President (Academic)
Sam Cheng	Member, Undergraduate Student At-large, Member of GFC
Lisa Collins	Member, Vice-Provost and University Registrar
Anita Molzahn	Member, Academic Staff, Member of GFC
Steve Patten	Member, Academic Staff, Member of GFC
Fahim Rahman	Member, Vice-President (Academic), Students' Union
Sean Robertson	Member, Academic Staff, Member of GFC
Harsh Thaker	Member, Graduate Students' Association Vice-President (Academic)
Mirko van der Baan	Member, Academic Staff, Member of GFC
Jonathan White	Member, Academic Staff, Member of GFC
Sheena Wilson	Member, Academic Staff, Member of GFC

Presenter(s):

David McNeilly	Professor, Math & Statistical Sciences, Faculty of Science
Brenda Leskiw	Senior Associate Dean (Undergraduate), Faculty of Science
Lisa Collins	Vice-Provost and University Registrar
Steven Dew	Provost and Vice-President (Academic), and Acting Chair, GFC Executive Committee
Anna Vocioni	Assistant Registrar, Office of the Registrar
Craig Whitton	Area Coordinator, Residence Services

Staff:

Meg Brolley, General Faculties Council (GFC) Secretary and Manager of GFC Services
Marion Haggarty-France, University Secretary
Andrea Patrick, Scribe

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Discussion:

The Acting Chair noted that the President and Chair of the GFC Executive Committee, Dr David Turpin, would be unavailable to chair the meeting. He noted that as a result, Item 5: Report of Task Force on GFC Reforms (2014), would be deferred to the December meeting.

Motion: Collins/Wilson

THAT the GFC Executive Committee approve the Agenda, as amended.

CARRIED

2. Approval of the Open Session Minutes of October 5, 2015

Materials before members are contained in the official meeting file.

Motion: Molzahn/Wilson

THAT the GFC Executive approve the Minutes of October 5, 2015.

CARRIED

3. Comments from the Chair

The Acting Chair thanked members who attended the campus forum on the institutional strategic plan prior to the committee meeting. He also spoke of the recent death of GFC student member Evan Tran. He emphasized the need for the academy to continue to focus on mental health and acknowledged the leadership of Interim Vice-Provost and Dean of Students Robin Overall in this area.

Dr Dew reported briefly on the recently announced Provincial Budget noting the expected tuition and fee items announced in Bill 3. He added that no new post-secondary capital projects were included but there would be some funds for deferred maintenance. In regards to a question surrounding funding for the Maskwa House of Learning, the Acting Chair noted that, while this project had been presented to various branches of government, no funding had yet been identified.

The Acting Chair confirmed that there was no specific mention of a renewal of funding for mental health initiatives at the University of Alberta which run to March 2016, although he remains optimistic that the mental health grant will be renewed by the Provincial Government in the future, based on their recent comments and additional plans to strike a province-wide mental health task force.

A member requested additional information on responsibility centered management (RCM), and the Acting Chair reported that there is a group currently working on modeling. He stated that this will return to the Committee for further discussion at a later time.

DISCUSSION ITEMS

4. Update on Institutional Strategic Planning Process

There were no documents.

Presenter(s): Steven Dew, Provost and Vice-President (Academic), and Acting Chair, GFC Executive Committee

Purpose of the Discussion: For information.

Discussion:

Dr Dew reported that the official launch of the institutional strategic plan (ISP) process occurred earlier that day with the first public forum in the Edmonton Clinic Health Academy (ECHA), presented by President

Turpin. He pointed out that the ISP Discussion Paper entitled *Building the Next Institutional Strategic Plan* summarized relevant data and trends and posed questions to promote further discussion; the paper can be found on the President's blog, The Quad, and be downloaded from this location.

He reported that consultation on the ISP would be extensive and ongoing, and that members of the GFC Academic Planning Committee (APC) as well as the GFC Executive Committee would have further opportunities to discuss the ISP as it is developed. He stated that one of the goals of drafting the ISP is to create a single document that will reflect common values and capture the collective vision. Dr Dew noted that consultation would occur over the next two or three months. An advisory committee of 12-15 people representing a cross section of the university would produce a first draft of the ISP which would come back to the committee for feedback early in the new year. The final draft will be considered for approval in the June cycle of the Board of Governors.

University Secretary Marion Haggarty-France enquired about the alignment of the ISP with the Comprehensive Institutional Plan (CIP), and the Acting Chair noted that there has been discussion about amending the annual document deadline for the CIP.

5. Report of Task Force on GFC Reforms (2014)

This item was deferred to the meeting of December 7, 2015.

ACTION ITEMS

6. Proposal from the Faculty of Science to add STAT 235 to the List of Courses with Consolidated Exams

Materials before members are contained in the official meeting file.

Presenter(s): David McNeilly, Professor, Math & Statistical Sciences, Faculty of Science; Brenda Leskiw, Senior Associate Dean (Undergraduate), Faculty of Science

Purpose of the Proposal: To add STAT 235 to the list of courses for which consolidated final exams are scheduled.

Discussion:

Dr McNeilly provided a summary of the proposal, noting that the introduction of a consolidated exam in STAT 235 would result in greater consistency in evaluation across sections of the same course in a large enrolment second year course. He noted that in previous years, common exams in STAT 235 were ensured by scheduling all the lectures in a single time slot. The addition of another section of this course in Winter 2017 precludes scheduling sections in the same time slot, thereby requiring the exam to be consolidated. He noted that the additional section of STAT 235 is anticipated to result in an extra 200 students taking the course.

During the discussion in relation to this proposal, Vice-Provost and University Registrar Lisa Collins confirmed her support of this proposal, and added that the Registrar's Office schedules the consolidated exams. She stated that the next schedule will be compiled next month. She noted that, under the Consolidated Final Examinations Procedure in the University of Alberta Policies and Procedures Online (UAPPOL), Faculties have the authority to determine which courses best demonstrate the need for consolidated examinations.

Motion: Robertson/Patten

THAT GFC Executive Committee approve, under delegated authority from General Faculties Council, the addition of STAT 235 Introductory Statistics for Engineering to the list of courses with Consolidated Final Examination, as submitted by the Faculty of Science, to take effect 2016-2017.

CARRIED

7. Proposal from the Faculty of Science to add MATH 300 to the List of Courses with Consolidated Exams

Materials before members are contained in the official meeting file.

Presenter(s): David McNeilly, Professor, Math & Statistical Sciences, Faculty of Science; Brenda Leskiw, Senior Associate Dean (Undergraduate), Faculty of Science

Purpose of the Proposal: To add MATH 300 to the list of courses for which consolidated final exams are scheduled.

Discussion:

Dr McNeilly reported that this proposal will allow the Department of Mathematics to have greater flexibility in scheduling sections of MATH 300 to accommodate the various Faculty of Engineering programs that require the course.

There was no further discussion.

Motion: White/Cheng

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the addition of MATH 300 Advanced Boundary Value Problems I to the list of courses with Consolidated Final Examinations, as submitted by the Faculty of Science, to take effect 2016-2017.

CARRIED

8. Proposal from the Faculty of Science to Add MATH 134 Calculus for Life Sciences to the List of Courses with Consolidated Exams

Materials before members are contained in the official meeting folder.

Presenter(s): David McNeilly, Professor, Math & Statistical Sciences, Faculty of Science; Brenda Leskiw, Senior Associate Dean (Undergraduate), Faculty of Science

Purpose of the Proposal: To add MATH 134 to the list of courses for which consolidated final exams are scheduled.

Discussion:

Dr McNeilly provided members with a brief summary of the proposal, adding that the initial requirement for 2016/2017 will be for a consolidated exam in the Fall term to accommodate roughly 300 students in two lecture sections, and that this could be expanded to 450 Fall term students and 300 Winter term students in the future, depending on the student uptake.

There was no further discussion.

Motion: Van der Baan/Thaker

THAT the GFC Executive committee approve, under delegated authority from General Faculties Council, the addition of MATH 134 Calculus for Life Sciences to the list of courses with Consolidated Examinations, as submitted by the Faculty of Science, to take effect 2016-2017.

CARRIED

9. 2016-17 Academic Schedule

Materials before members are contained in the official meeting file.

Presenter(s): Lisa Collins, Vice-Provost and University Registrar; Anna Vocioni, Assistant Registrar

Purpose of the Proposal: To present the 2016 - 2017 Academic Schedule

Discussion:

Ms Collins reported that the proposal for the Academic Schedule is presented annually to members of the GFC Executive Committee, adding that there is significant consultation with each Faculty as it is developed.

Ms Vocioni provided members with an overview of the changes to this version of the Academic Schedule, including data format and the simplification of information provided by certain Faculties. She acknowledged that students of certain Faculties were notified early of important changes with the Academic Schedule.

In regards to the Fall Term Reading Week, a member noted that it would have been more beneficial to students earlier in the term. The Acting Chair remarked that this allowed for Remembrance Day to be incorporated in the Fall Term Reading Week resulting in the loss of only 4 teaching days for a 5 day break.

In response to a question regarding the purpose of the Hours of Instruction table within the documentation, the Acting Chair noted that certain external accreditation bodies require such detailed information, and Ms Collins added that the information is always collected for review.

Ms Collins, in response to a question about the gap between the last day of instruction and examinations in both December and April, acknowledged that there is typically more flexibility in April as the December examination schedule is constrained by the holiday period.

Ms Collins confirmed that information pertaining to the Graduate Students' Association (GSA) medical and dental benefits deadlines was eligible for inclusion within the document, and asked Mr Thaker to provide the information.

Motion: Rahman/Patten

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Academic Schedule for 2016-2017, as submitted by the Vice-Provost and University Registrar and as set forth in Attachment 1, and, in so doing, empower the Registrar to make any editorial changes as needed as long as the changes do not have the force of policy, to be effective upon final approval.

CARRIED

10. Proposed Changes to Terms of Reference - GFC Academic Planning Committee (Committee Composition)

Materials before members are contained in the official meeting file.

Presenter: Steven Dew, Provost and Vice-President (Academic), and Acting Chair, GFC Executive Committee

Purpose of the Proposal: To propose composition changes to the GFC Academic Planning Committee

Discussion:

It was noted that the Outline of Issue should reflect the proposal to add the Deputy Provost (rather than the Deputy Registrar).

The Acting Chair noted that although the Deputy Provost has always been invited to attend GFC Academic Planning Committee (APC), a formal inclusion on the Committee would help ensure continuity.

A member noted that the role of Chair could always be freely delegated to someone else, on an as-needed basis. Ms Collins commented that the inclusion of the Deputy Provost on GFC APC would be beneficial to the Committee.

Motion: Collins/van der Baan

THAT the GFC Executive Committee recommend to General Faculties Council the proposed changes to the GFC Academic Planning Committee Terms of Reference as set forth in Attachment 1, to take effect upon final approval.

CARRIED

11. Proposed Changes to Terms of Reference - GFC Academic Planning Committee and GFC Academic Standards Committee

Materials before members are contained in the official meeting file.

Presenter: Steven Dew, Provost and Vice-President (Academic), and Acting Chair, GFC Executive Committee

Purpose of the Proposal:

Discussion:

The Acting Chair noted that this proposal aims to revise the Terms of Reference of the GFC Academic Planning Committee (APC) and the GFC Academic Standards Committee (ASC) to recommend that GFC ASC have the delegated authority to approve all certificates which do not require additional funding and/or space.

A member enquired whether the Board Learning and Discovery Committee (BLDC) Terms of Reference would be subsequently amended, and GFC Secretary Meg Brolley confirmed this.

Motion: Thaker/van der Baan

THAT the GFC Executive Committee recommend to General Faculties Council, proposed changes to the Terms of Reference of the GFC Academic Planning Committee and the GFC Academic Standards

Committee as set forth in Attachments 1 and 2, to take effect upon final approval.

CARRIED

12. Draft Agenda for the November 23, 2015 Meeting of General Faculties Council (GFC)

Materials before members are contained in the official meeting file.

Presenter: Steven Dew, Provost and Vice-President (Academic), and Acting Chair, GFC Executive Committee

Purpose of the Proposal: To approve the agenda for the General Faculties Council (GFC) meeting of November 23, 2015.

Discussion:

The Acting Chair reminded members that the next GFC meeting would be shortened, due to the joint Board/GFC/Senate/Alumni Executive retreat from 2:00 p.m.-6:00 p.m. scheduled on the same day.

A member suggested that the GFC meeting could be cancelled if the agenda was light, and University Secretary Marion Haggarty-France replied that September to January would be too long between GFC meetings, and that several of the proposed agenda items were time-sensitive.

In response to a suggestion that the annual report from the Helping Individuals at Risk (HIAR) program be included within a future GFC agenda, Ms Haggarty-France noted that this item would be coming forward.

On the issue of the topic of graduate student professional education, GFC Secretary Meg Brolley confirmed that it would be included on the draft agenda for the January GFC meeting.

Motion: Robertson/Patten

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the November 23, 2015 meeting of General Faculties Council, as set forth in Attachment 1.

CARRIED

DISCUSSION ITEMS

13. Annual Report of the Residence Discipline Statistics 2014-2015

Materials before members are contained in the official meeting file.

Presenter: Craig Whitton, Area Coordinator, Residence Services

Purpose of the Proposal: To report on the discipline statistics from the University of Alberta residences for the 2014-15 academic year.

Discussion:

Mr Whitton provided a summary of the Annual Report of the Residence Discipline Statistics 2014-2015 to members, emphasizing the differences between punitive versus restorative justice. He reported that although the model of restorative justice is relatively new to the University of Alberta, having been introduced four years ago, students have quickly adjusted and that Residence Services staff are witnessing students adopting the restorative justice approach in their dealings with one another.

He explained that this iteration of the report tracks violations and sanctions, instead of incidence type and also that 2014-15 was the first year where students at risk were tracked.

Mr Whitton explained that internal processes and workflows have been constantly adjusted to adapt to the restorative justice model.

In terms of the statistics contained within the report, Mr Whitton noted that there were 851 unique incidents in 2014-15, which resulted in 1117 violations, and that those violations were resolved using 569 sanctions, of which 87% were Restorative solutions, including Community Resolutions, Apology Letters, Behavioural Agreements, or Restorative Agreements. He also noted that 23% of the incidences were related to alcohol, which was a 30% decrease from statistics gathered within the previous reporting period.

In response to a query about how students are identified as “at risk”, Mr Whitton noted that there are various ways students are identified, including monthly floor check-ins with Residence Assistants, connections with University of Alberta Protective Services (UAPS), parents, friends and roommates.

Regarding a comment surrounding the rate of incidences compared to the population of the residences themselves, he clarified that the variations in the data are normal, and that there are additional metrics utilized to assess student behavior in residence.

He also provided confirmation that staff training is consistent across all University residences, and added that they have adopted blended learning models in their formal training programs.

In response to a question about violations committed within graduate student residences, Mr Whitton noted that there are typically less behavior-related violations, and more about noise complaints, roommate issues, illegal subletting, and first aid reports on family student housing properties. He clarified that illegal subletting happens frequently and that it poses risks to safety, health and cleanliness.

Mr Whitton reported that Residence Services offers unique training on the issue of restorative justice each summer.

The Acting Chair thanked Mr Whitton for his report.

14. Question Period

In response to a suggestion to review the number of General Faculties Council (GFC) meetings scheduled each year, the Acting Chair noted that the discussion on the topic should be discussed at the GFC Executive Committee. University Secretary Marion Haggarty-France added that the academic governance schedules are drafted for a three year period, and that historically, when eight GFC meetings were scheduled, several were ultimately cancelled due to lack of substantive business. She confirmed that, ultimately, it is up to the community to determine the appropriate number of GFC meetings each academic year.

INFORMATION REPORTS

15. Information Items Forwarded to Committee Members Between Meetings

There were no items.

16. Items Approved by the GFC Executive Committee by email Ballots

There were no items.

CLOSING SESSION

17. Adjournment

The Acting Chair adjourned the meeting at 3:40 p.m.