



# UNIVERSITY OF ALBERTA

## UNIVERSITY GOVERNANCE

General Faculties Council  
Executive Committee  
Approved Open Session Minutes

Monday, May 10, 2021  
Zoom Virtual Meeting  
2:00 PM - 4:00 PM

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### **ATTENDEES:**

Bill Flanagan, Chair  
Ghalia Aamer  
Steven Dew  
Anastasia Elias  
Mary Forhan  
Kathy Haddadkar  
Nat Kav

Christopher Lupke  
Sean McMurtry  
Pierre-Yves Mocquais  
Abner Monterio  
Roger Moore  
Melissa Padfield  
Eleni Stroulia

*non-voting:*  
Brad Hamdon  
Kate Peters

Staff:  
Heather Richholt, Scribe

### **OPENING SESSION**

#### 1. Approval of the Agenda

Materials before members are contained in the official meeting file.

*Presenter(s):* Bill Flanagan, President and Vice-Chancellor, and Chair of GFC Executive Committee (Exec)

*Discussion:*

The Chair noted that Item 7, Teaching, Learning, and Evaluation Policy was not coming for discussion at this time.

Motion: Moore/Padfield

THAT the GFC Executive Committee approve the agenda as amended.

**CARRIED**

#### 2. Comments from the Chair (no documents)

*Presenter(s):* Bill Flanagan, President and Vice-Chancellor, and Chair of Exec

*Discussion:*

In his comments the Chair made note of the following:

- updated COVID-19 public health restrictions;
- welcome to new student members;
- GFC Committee replenishment; and
- the Vice-President (Research and Innovation) search.

### **CONSENT AGENDA**

Materials before members are contained in the official meeting file.

Consent Agenda Mover and Seconder: Kav/Mocquais

3. Approval of the Open Session Minutes for April 12, 2021

THAT the GFC Executive Committee approve the open session minutes of April 12, 2021.

**CARRIED**

**ACTION ITEMS**

4. Establishment of the GFC Committee on the Documentation of Indigeneity (CDI)

Materials before members are contained in the official meeting file.

*Presenter(s):* Chris Andersen, Dean, Faculty of Native Studies; Melissa Padfield, Vice-Provost and University Registrar

*Discussion:*

The Chair introduced the proposal and provided an explanation of the GFC authority related to admissions.

Ms Padfield noted that all of the voting members, including student representatives, on the proposed committee were Indigenous.

Dr Andersen observed that this proposal was meant to ensure that the seats and resources intended for Indigenous students were allocated to students they were intended for. He explained that the focus was more on kinship and community rather than on ancestry, and that this committee would be looking at situations where the rules guided by legislation and existing documentation did not apply.

There were no questions.

Motion: Forhan/Mocquais

THAT General Faculties Council Executive Committee recommend that General Faculties Council approve the proposed terms of reference for a New GFC Committee on the Documentation of Indigeneity (CDI), as set forth in attachment 1, to take effect upon approval.

**CARRIED**

Motion: Mocquais/Kav

THAT General Faculties Council Executive Committee recommend that General Faculties Council approve the proposed changes to the 2021-2022 University Calendar to reflect the creation of the GFC Committee on the Documentation of Indigeneity (CDI), as set forth in attachment 2.

**CARRIED**

5. Proposed Changes to the Terms of Reference for the GFC Academic Planning Committee and the Proposed Disbanding of the GFC Undergraduate Awards and Bursaries Committee.

Materials before members are contained in the official meeting file.

*Presenter(s):* Brad Hamdon, University Secretary and General Counsel; and Kate Peters, Secretary to General Faculties Council and Manager, GFC Services

*Discussion:*

Mr Hamdon provided some background on the 2017 report of the *ad hoc* Committee on Academic Governance Including Delegated Authority and the identification of the GFC Undergraduate Awards and Bursaries Committee (UABC) as a "task-oriented" committee. He noted that this proposal aims to ensure that task based

work is completed at the administrative level, not by a GFC standing committee. Mr Hamdon noted that GFC's authority over rules and regulations respecting academic awards as set forth in the *Post-Secondary Learning Act* (PSLA) was defined as policy and procedure in the University of Alberta context. He summarized the proposal to add the responsibility over regulation over academic awards to the GFC Academic Planning Committee (APC) and to disband the UABC.

Ms Peters explained that without the administrative work of approving individual award terms, there was no need for a full standing committee. She pointed to APC's strategic oversight over institutional academic planning, international and Indigenous policy, and their responsibility to recommend to the Board on budget and tuition and explained this made the committee well placed to review policy and identify any trends and gaps.

A member asked about the recent changes to the administration of Student Financial Supports due to the Service Excellence Transformation (SET) administrative restructuring initiative. Vice-Provost and Registrar Melissa Padfield explained that it was important to reflect the changes in the policy suite to ensure transparency and accuracy and that her office was working on how to bring those changes forward.

Motion: Forhan/Kav

THAT the GFC Executive Committee recommend that General Faculties Council disband the GFC Undergraduate Awards and Bursaries Committee and approve the proposed changes to the terms of reference for the GFC Academic Planning Committee, as set forth in attachment 1, effective July 1, 2021.

**CARRIED**

## **DISCUSSION ITEMS**

### 6. Executive ad hoc Governance and Procedural Review Committee

Materials before members are contained in the official meeting file.

*Presenter(s)*: Brad Hamdon, General Counsel and University Secretary; Moin Yahya, Professor, Faculty of Law, GFC elected faculty member

#### *Discussion:*

Mr Hamdon began by relating that the *ad hoc* committee had determined the proposed revisions to the Meeting Procedural Rules and the Roles and Responsibilities of Members required further consultation and would not be brought forward to the June meeting of GFC for decision. Instead, further consultation will be undertaken and the revisions will be brought forward for discussion and approval in the fall. Mr Hamdon went on to highlight some of the changes that were made to the draft documents as a result of feedback from members of GFC, the Vice-Provost (Indigenous Programs & Research), and the Special Advisor for Human Rights and Equity.

Members discussed the membership of the ad hoc committee, the revised timeline, and turnover of student and elected faculty members on GFC.

Dr Yahya spoke about the ad hoc committee's discussion related to recommendations 3 and 4 of GFC's committee of the whole and pointed to the advice as recorded in the materials for Item 9. He made note of the following points that were discussed by the committee:

- the suggestion for a GFC discussion board, the scan of our U15 comparators, and resources that would be required for moderating;
- the continued livestreaming of GFC meetings and the technical challenges once in-person meetings resume; and
- draft terms of reference for a committee to satisfy recommendation 4 and whether the chair should be internal or external.

The Chair thanked Mr Hamdon and Dr Yahya and noted that the committee of the whole recommendations would be discussed further in Item 9.

7. Teaching, Learning, and Evaluation Policy (Early Consultation)

Item was deferred.

8. FGSR Graduate Supervisory Initiatives

Materials before members are contained in the official meeting file.

*Presenter(s):* Brooke Milne, Vice-Provost and Dean, Faculty of Graduate Studies and Research

*Discussion:*

The Chair noted that this item would come to GFC for discussion in June and for recommendation to the Board of Governors in September.

Dr Milne observed that this proposal had been under development for more than two years and quite a few changes had been made in response to feedback gained through consultation. She explained that these initiatives would recognize the important work that supervisors do, and formalize and standardize the current responsibilities of graduate supervisors and students with clear expectations, regular communications, and feedback on progress.

A member asked if new instructors would be required to pass a course in order to be able to supervise graduate students. Dr Milne replied that new hires would be able to supervise immediately, as they always have, but that they would be expected to complete the training within two years. The member asked that this be clarified in the documents.

Members asked about requirements for external adjunct and extra-departmental instructors. Dr Milne noted that she would look into the matter of external adjuncts to ensure they were covered in the policy and that departments may have their own supervisory processes in place and this initiative was not meant to disrupt or contravene those.

A member asked that a copy of the progress report be shared so that GFC knew what it was approving, and noted that the Electronic Document and Records Management System (EDRMS) implementation of the progress report should also include an Application Programming Interface (API) to complete the form programmatically. Dr Milne replied that any fields on the form that could be prepopulated should be and that the process would be iterative so improvements would be made over time.

## **DISCUSSION & ACTION ITEMS**

9. Recommendations of the Committee of the Whole

Materials before members are contained in the official meeting file.

*Presenter(s):* Bill Flanagan, President and Vice-Chancellor, and Chair of Exec

*Discussion:*

The Chair noted that this item continued to track the actions coming out of the recommendations made by GFC's committee of the whole on February 8, 2021, and asked the Provost to provide an update on recommendation 1 and GFC's position on metrics.

The Provost and Vice-President (Academic) Steven Dew spoke about the work that the GFC Academic Planning Committee (APC) and the APC working group were doing on metrics related to academic restructuring. He noted expected timelines would see a proposal coming to APC for recommendation to GFC on May 19 and then to GFC on June 7 for recommendation to the Board of Governors. He also noted that metrics would be discussed by the Board Learning, Research and Student Experience Committee and the Board Reputation and Public Affairs Committee at their upcoming meetings.

Regarding recommendation 2 on joint committees between the Board and GFC, the Chair noted that the second joint meeting of GFC Executive Committee and the Board Governance Committee was scheduled for May 13.

Regarding recommendation 3 on procedures for improving consultation, the Chair pointed to the potential paths forward as set out in attachment 1 and noted that this document would be distributed to GFC at the meeting of June 7.

Regarding recommendation 4 on the review of the consultations and action processes for academic restructuring in the fall of 2020, members of Executive discussed the draft terms of reference for an *ad hoc* committee of GFC in the materials. The Chair asked the General Counsel and University Secretary to comment on the advice of the Executive *ad hoc* Governance and Procedural Review Committee that the Chair be external to GFC. Mr Hamdon related the discussion by the *ad hoc* Committee on the need for external perspectives, the potential challenge of finding an individual external to GFC who would serve as chair, and the need for the chair to serve a neutral role to guide discussions. Executive Committee members amended the draft terms of reference to indicate the Chair could be recommended by the Nominating Committee from among the members of GFC.

Motion: Forhan/Moore

THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed Terms of Reference for the General Faculties Council (GFC) *ad hoc* Committee for the Formal Review of the consultations and action processes for academic restructuring in the Fall of 2020 in response to Recommendation #4 of the Committee of the Whole, as set forth in Attachment 2, as amended.

**CARRIED**

## **DISCUSSION ITEMS**

### 10. Question Period

There were no questions.

## **ACTION ITEMS**

### 11. Draft Agenda for the Next Meeting of General Faculties Council

Materials before members are contained in the official meeting file.

*Presenter(s)*: Bill Flanagan, President and Vice-Chancellor, and Chair of Exec

#### *Discussion:*

The Chair noted that the item on the Teaching, Learning, and Evaluation Policy would be removed from the agenda and a discussion item on Online Strategy would be added.

Provost and Vice-President (Academic) Steven Dew noted that the new item was part of the university's growth strategy and not about emergency measures taken as a result of the COVID-19 pandemic. Members asked that

there be materials circulated to support the discussion and Dr Dew replied he could not commit because timing would be challenging but he hoped to be able to provide a draft document.

Motion: Moore/Mocquais

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the June 7, 2021 meeting of General Faculties Council, as set forth in Attachment 1, as amended.

**CARRIED**

### **INFORMATION REPORTS**

12. Items Approved by the GFC Executive Committee by email ballots

There were no items.

### **CLOSING SESSION**

13. Adjournment

- Next Meeting of EXEC: June 14, 2021
- Next Meeting of GFC: June 7, 2021

The Chair adjourned the meeting at 3:25 p.m.