



General Faculties Council  
Executive Committee  
Approved Open Session Minutes

Monday, September 13, 2021  
Zoom Virtual Meeting  
2:00 PM - 4:00 PM

**ATTENDEES:**

Bill Flanagan, Chair  
Ghalia Aamer  
Jason Acker  
J Nelson Amaral  
Heather Coleman  
Steven Dew

Anastasia Elias  
Kathy Haddadkar  
Nat Kav  
Pierre-Yves Mocquais  
Abner Monterio  
Melissa Padfield  
Jerine Pegg

*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:*

Before calling the meeting to order the Chair read the following territorial acknowledgement:

The University of Alberta resides on Treaty 6 territory and the homeland of the Métis. This territory is a traditional gathering place for diverse Indigenous peoples whose histories, languages and cultures continue to influence our community. To acknowledge the territory is to recognize the longer history of these lands. The acknowledgement signifies our commitment to working in Good Relations with First Nations, Métis and Inuit peoples as we engage in our institutional work, uplifting the whole people, for the University for Tomorrow.

The Chair went over the agenda format and explained the purpose of the heading "Preparation of the GFC Agenda" contained items that Executive Committee was reviewing for the purpose of determining if they were ready to be placed on the GFC agenda.

Motion: Padfield/Dew

THAT GFC Executive Committee approve the agenda.

**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:

- Welcome to new and returning members;
- Doug Stollery had accepted a volunteer role as Governance Advisor to University Governance;

- That the University of Alberta along with seven other post-secondary institutions in the province had announced they would require mandatory vaccinations for all students faculty and staff on campus; and
- Thanks to the members of Executive Committee for their participation in that morning's joint meeting with the Board Governance Committee.

3. Committee Member Orientation-Meeting format for GFC and GFC standing committees

Materials before members are contained in the official meeting file.

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

*Purpose of the Proposal:* The proposal is before the committee to provide governance orientation to committee members.

*Discussion:*

Mr Hamdon and Ms Peters provided a GFC Committee orientation and spoke about:

- GFC's authority as set out in the Post-Secondary Learning Act;
- Authority that had been delegated to the Executive Committee;
- Approval of the GFC Agenda including;
  - Review of materials outside the committee's mandate; and
  - The ability to share comments on those items.

The presenters also spoke about the FGSR Supervisory Initiatives that were on the current agenda for preparation of the GFC agenda. They noted that the GFC Programs Committee had chosen not to recommend approval of the changes to academic standing regulations within the larger proposal and explained why this action did not stop the item from moving forward to GFC.

A member expressed an opinion that items moving forward without the support of a standing committee could set a wide precedent that the committee's decision did not matter and the importance of clear communication regarding the standing committee's decision.

Ms Peters spoke about governance meeting formats and the potential to hold hybrid meetings.

Members discussed the requirement of support staff to be on campus to support hybrid meetings, the dichotomy of leadership and students in person and remote, and the need to balance safety and preference.

## **CONSENT AGENDA**

4. Approval of the Open Session Minutes of June 14, 2021

Omnibus Mover and Seconder: Kav/Coleman

THAT GFC Executive Committee approve the open session minutes of June 14, 2021.

**CARRIED**

5. Proposed Changes to Composition of Faculté Saint-Jean Council, Faculté Saint-Jean

*Purpose of the Proposal:* The proposal is before the committee to approve revisions to the current composition of Faculté Saint-Jean Council.

THAT the GFC Executive Committee approve, under delegated authority from the General Faculties Council, proposed changes to the composition of the Faculté Saint-Jean Council as set forth in Attachment 1, to take effect upon final approval.

**CARRIED**

6. Proposed Changes to the Composition of Faculte Saint-Jean's Dean Selection Committee

*Purpose of the Proposal:* To make amendments to the Campus Saint-Jean Dean Selection Committee in UAPPOL.

THAT the GFC Executive Committee, under delegated authority from GFC, approve the proposed changes to the FSJ Dean Selection Committee Composition, as recommended by Faculte Saint-Jean Faculte Council, and as outlined in Attachment 1, to be effective immediately.

**CARRIED**

**ACTION ITEMS**

7. Proposed Revisions to Terms of Reference – 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

*Purpose of the Proposal:* The proposal is before the Executive Committee to discuss proposed revisions to the terms of reference for General Faculties Council (GFC) to amend the composition of GFC to include College Deans.

*Discussion:*

The Chair gave an overview of the proposal to add the three College Deans as appointed members of GFC. He explained that because the PSLA did not include these positions as statutory ex-officio members, they would be appointed members and would not have an impact on the reapportionment of elected faculty members.

Members asked when the next review of the composition would take place, whether that could be done now, and whether additional members should be added as well.

Ms Peters replied that she would be completing a reapportionment of GFC membership according to the GFC Reapportionment Procedure in the coming months.

Motion: Mocquais/Kav

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

**CARRIED**

8. Establishment of the GFC Executive Subcommittee on Governance and Procedural Oversight

Materials before members are contained in the official meeting file.

*Presenter(s):* Bill Flanagan, President and Vice-Chancellor, and Chair of EXEC; Kate Peters, GFC Secretary and Manager, GFC Services

*Purpose of the Proposal:* Pursuant to their delegated authority from General Faculties Council over governance procedural oversight, GFC Executive is asked to consider a proposal to establish a standing subcommittee. If approved, the Executive Subcommittee on Governance and Procedural Oversight will carry out the work related to this delegation and make recommendations to the GFC Executive Committee.

*Discussion:*

The Chair spoke about the work of the Executive *ad hoc* Governance Procedural Oversight Review Committee in spring 2021 to review the GFC Guiding Documents and provide advice on the required review of GFC and GFC Standing Committee terms of reference on a three year cycle. He noted that they advised that the work was sufficient enough to warrant a standing subcommittee dedicated to that purpose.

Ms Peters explained the proposed format and schedule and noted that the GFC Nominating Committee had reviewed the draft terms of reference for the subcommittee.

Motion: Padfield/Dew

THAT the GFC Executive Committee establish the Subcommittee on Governance and Procedural Oversight and approve the Terms of Reference as set forth in Attachment 1

**CARRIED**

## **DISCUSSION ITEMS**

### 9. Proposed Changes to the General Faculties Council Guiding Documents

Materials before members are contained in the official meeting file.

*Presenter(s):* Brad Hamdon General Counsel and University Secretary, Moin Yahya, GFC Elected Faculty Member, Co-Chairs of the GFC Executive *ad hoc* Governance Procedural Review Committee

*Purpose of the Proposal:* The proposal is before the committee to review proposed changes to the:

- Principles for GFC Delegation of Authority
- Principles for GFC Standing Committee Composition
- Roles and Responsibilities of Members
- GFC Meeting Procedural rules

The changes were developed in consultation with members of GFC through the work of the GFC Executive Committee *ad hoc* Governance Procedural Review Committee convened in March, 2021 and disbanded in June, 2021. The review of GFC Guiding Documents was recommended by the *ad hoc* Committee on Academic Governance including Delegated Authority in a report approved by GFC in April, 2017.

*Discussion:*

Mr Hamdon and Dr Yahya spoke about the proposed changes to the GFC Guiding Documents which resulted from the work of the Executive *ad hoc* Governance and Procedural Oversight Review Committee, and consultation and feedback from GFC.

Members discussed the outcome if a member missed multiple meetings, and the procedural rules related to question period and the new practice to have question period as the first discussion item on the GFC agenda.

### 10. Question Period

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

*Discussion:*

A member asked whether some in person classes would be moved online for winter term. Provost and Vice-President (Academic) Steven Dew and Vice-Provost and Registrar Melissa Padfield responded that the university was working to be as transparent as possible as they responded to the shifting public health guidelines and would give as early a notification as they could should that be necessary.

Members acknowledged the added pressures of budget cuts and the Service Excellence Transformation process, and expressed that messaging to students about the challenges related to student service, including the changes to supports available from the Academic Success Centre, was important.

### **PREPARATION OF THE GFC AGENDA**

The Chair reminded members of their responsibility to review items 11 -14 solely for the purpose of determining if they were ready to be placed on the GFC agenda. He asked members to restrict their comments and discussion to the readiness of materials, not their opinion on the matters within them.

#### 11. Teaching, Learning and Evaluation Policy

Materials before members are contained in the official meeting file.

*Presenter(s):* John Nychka, Vice-Provost (Learning Initiatives)

*Discussion:*

Members discussed continuing consultation through the fall, and whether the approval routing should be in the documents.

#### 12. University of Alberta Clean Air Strategy

Materials before members are contained in the official meeting file.

*Presenter(s):* Andrew Sharman, Vice-President (Facilities and Operations)

*Discussion:*

Members expressed concern that there had not been enough direct consultation with student groups and that many were opposed to a complete ban because of equity, safety, and mental health concerns.

Members discussed whether the proposal was ready to come forward for decision, the potential to have an alternative of designated smoking areas, clarity about consultation and levels, and clarity on the materials.

#### 13. FGSR Supervisory Initiatives, Faculty of Graduate Studies and Research

Materials before members are contained in the official meeting file.

*Presenter(s):* Brooke Milne, Vice-Provost and Dean of FGSR

*Discussion:*

Dr Milne provided an overview of the proposal.

Members discussed whether the proposal was ready to proceed to GFC and whether concerns of the GFC Programs Committee could be addressed before the proposal went forward to GFC.

Dr Milne noted that the concerns cited by the committee were already addressed by clear language in the University Calendar and that students were never required to withdraw without just cause, adequate warning, opportunity to rectify the inadequacy, consultation with advisors, and the provision of supports.

#### 14. Duolingo English Test: Extension of Short-term Use

Materials before members are contained in the official meeting file.

*Presenter(s):* Melissa Padfield, Vice-Provost and Registrar

*Discussion:*

There was no discussion.

### **ACTION ITEMS**

15. 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:*

A member made a motion to amend the draft agenda and make the Clean Air Strategy a discussion item as they did not feel that there had been sufficient consultation to warrant it moving forward for decision.

A member made a motion to amend the draft agenda to remove the FGSR Supervisory Initiatives item until it could be recommended by GFC Programs Committee.

General Counsel and University Secretary Brad Hamdon, and GFC Secretary Kate Peters noted that the proponent had expressed that the concerns were adequately addressed by the current regulations, and that GFC Programs Committee could not be asked to make the same motion again.

Motion: Amaral/Kav

THAT the draft agenda be amended to move the Clean Air Strategy item to a discussion item.

**CARRIED**

Motion: Elias/Kav

THAT the draft agenda be amended to remove the FGSR Supervisory Initiatives Item.

**DEFEATED**

Motion: Mocquais/Dew

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the September 20, 2021 meeting of General Faculties Council, as set forth in Attachment 1, as amended.

**CARRIED**

### **INFORMATION REPORTS**

16. Information Items Forwarded to Committee Members Between Meetings

A. Request for an Electronic Vote of the GFC Executive Committee

B. Remote Meeting - First cycle of GFC Standing Committees

Materials before members are contained in the official meeting file.

### **CLOSING SESSION**

17. Adjournment

- Next Meeting of Exec: October 4, 2021
- Next Meeting of GFC: September 20, 2021

The Chair adjourned the meeting at 4:05 p.m.