
The following Motions and Documents were considered by the GFC Executive Committee at its Tuesday, May 20, 2014 meeting:

Agenda Title: Proposed Changes to the UAPPOL Vice-Presidential Search and Review Procedures and the Search Procedure for Vice-Presidents (Appendix A): Committees for Vice-Presidents Position Definitions and Eligibility (UAPPOL)

CARRIED MOTION: THAT the GFC Executive Committee, under delegated authority from General Faculties Council (GFC), recommend to the Board Human Resources and Compensation Committee (BHRCC) the proposed changes to the Vice-Presidential Search and Review Procedures and the Search Procedure for Vice-Presidents (Appendix A): Committees for Vice-Presidents Position Definitions and Eligibility in UAPPOL, as amended, to take effect upon final approval by the Board of Governors.

Final Recommended Amended Item: 4.

Agenda Title: Proposed Changes to Section 23.9.2 (Academic Regulations/Student Records/Academic History (Transcript) Records) of the University Calendar – Removal of the Basis of Admission from the University of Alberta Student Transcript

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council (GFC), proposed changes to Section 23.9.2 (Academic Regulations/Student Records/Academic History (Transcript) Records) of the University Calendar regarding the removal of the 'Basis of Admission' from the University of Alberta student transcript, as submitted by the Office of the Registrar and as set forth in Attachment 1, to take effect upon final approval.

Final Item: 5.

Agenda Title: Proposed Changes from the Office of the Registrar to Section 23.9.2 (Academic Regulations/Student Records/Academic History (Transcript) Records) of the University Calendar – Preparation of Electronic (Official) Transcripts

CARRIED MOTION: That the GFC Executive Committee approve, under delegated authority from General Faculties Council (GFC), the proposed changes to Section 23.9.2 (Academic Regulations/Student Records/Academic History (Transcript) Records) regarding preparation of electronic (official) student transcripts, as submitted by the Office of the Registrar and as set forth in Attachment 1, as amended, to take effect upon final approval.

Final Amended Item: 6.

Agenda Title: Proposed Parchment Wording for the Bachelor of Science in Environmental and Conservation Sciences (BSc ENCS) Degree Offered in Partnership with Yukon College

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council (GFC), the proposed parchment wording for cohorts of students receiving the Bachelor of Science in Environmental and Conservation Sciences (BSc ENCS) degree in partnership with

Yukon College, as submitted by the Office of the Registrar and as set forth in Attachment 1, to take effect upon approval.

Final Item: 7.

Agenda Title: Proposed Bachelor of Science (BSc) in Nursing - Post RN (Registered Nurse) Degree Program Termination

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council (GFC), the proposal for termination of the Bachelor of Science (BSc) in Nursing - Post RN (Registered Nurse) Degree Program, as submitted by the Faculty of Nursing and set forth in Attachment 1, to take effect January 1, 2015.

Final Item: 8.

Agenda Title: Electronic Universal Student Ratings of Instruction (eUSRI) System – Proposed Revisions to Section 111.3 (Teaching and Learning and Teaching Evaluation/Universal Student Ratings of Instruction) of the GFC Policy Manual

CARRIED MOTION: THAT the GFC Executive Committee recommend to General Faculties Council (GFC) proposed revisions to Section 111.3 (Teaching and Learning and Teaching Evaluation/Universal Student Ratings of Instruction) of the GFC Policy Manual, as submitted by the Acting Vice-Provost and Associate Vice-President (Information Technology) and set forth in Attachment 1, to take effect upon final approval.

Final Recommended Item: 9.

Agenda Title: Draft Agenda for the June 2, 2014 Meeting of General Faculties Council (GFC)

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the cancellation of the June 2, 2014 meeting of General Faculties Council (GFC).

FINAL Item No. 4
OUTLINE OF ISSUE

Agenda Title: **Proposed Changes to the UAPPOL Vice-Presidential Search and Review Procedures and the Search Procedure for Vice-Presidents (Appendix A): Committees for Vice-Presidents Position Definitions and Eligibility (UAPPOL)**

Motion: THAT the GFC Executive Committee, under delegated authority from General Faculties Council (GFC), recommend to the Board Human Resources and Compensation Committee (BHRCC) the proposed changes to the Vice-Presidential Search and Review Procedures and the Search Procedure for Vice-Presidents (Appendix A): Committees for Vice-Presidents Position Definitions and Eligibility in UAPPOL, as amended, to take effect upon final approval by the Board of Governors.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Catherine Swindlehurst, Director, Office of the President
Presenter	Catherine Swindlehurst, Director, Office of the President
Subject	Proposed Changes to the Vice-Presidential Search and Review Procedures and the Search Procedure for Vice-Presidents (Appendix A): Committees for Vice-Presidents Position Definitions and Eligibility (as set out in UAPPOL (University of Alberta Policies and Procedures On Line)).

Details

Responsibility	The Office of the President
The Purpose of the Proposal is (please be specific)	Revisions are proposed to the Vice-Presidential Search and Review Procedures and the Search Procedure for Vice-Presidents (Appendix A): Committees for Vice-Presidents Position Definitions and Eligibility in UAPPOL to reflect previously-approved staff categories and advancements in voting technologies utilized by University Governance in relation to managing elections for Search and Review Committees for Vice-Presidents. The final proposed change is related to the fact <i>Folio</i> is no longer published by the University but there is still a need to ensure all academic staff are apprised of the replenishment of these search/review committees at the time they are struck by the President.
The Impact of the Proposal is	To make current the Vice-Presidential Search and Review Procedures and the Search Procedure for Vice-Presidents (Appendix A): Committee for Vice-Presidents Position Definitions and Eligibility within UAPPOL.
Replaces/Revises (eg, policies, resolutions)	Current Vice-Presidential Search and Review Procedures and the Search Procedure for Vice-Presidents (Appendix A): Committee for Vice-Presidents Position Definitions and Eligibility (UAPPOL).
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	1. <i>Dare to Discover</i> – <i>Four Cornerstones</i> – Talented People; Learning, Discovery and Citizenship; Connecting Communities; and Transformative Organization and Support.
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FINAL Item No. 4

Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)

2. **Post-Secondary Learning Act (PSLA)** – Relevant sections of the PSLA are cited:

“Appointment, suspension and dismissal of staff

22 (2) A person shall not be appointed to, promoted to or dismissed from any position on the academic staff at a university except on the recommendation of the president made in accordance with procedures approved by the general faculties council.”

“Powers of general faculties council

26(1) Subject to the authority of the Board of Governors, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to

(o) [...] make a recommendation to the board with respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university.”

3. **GFC Executive Committee Terms of Reference:**

“3. Mandate of the Committee

To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (GFC 08 SEP 1966) (GFC 12 FEB 1996)

1. Urgent Matters

The power to deal with any matters that cannot be deferred is delegated to the Executive Committee which shall determine which matters are to be considered urgent. (GFC 09 AUG 1966)

2. Routine Matters

Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee. (GFC 08 SEP 1966)”

4. **Board of Governors of the University of Alberta - Mandates and Roles Document:**

“The Board shall manage and operate the institution in accordance with its mandate [PSLA Section 60(1)(a)].

...

• The appointment of the president and vice-presidents [PSLA Sections 81(1) and 82(1)].”

5. **Board of Governors Terms of Reference:** “[...]”

2. The Board may create other committees (each of which is a ‘Committee’) and establish the terms of reference of such committees.”

FINAL Item No. 4

	<p>6. Board Human Resources and Compensation Committee (BHRCC) – Terms of Reference (Section 4):</p> <p><u>“LIMITATION ON DELEGATION BY THE BOARD</u></p> <p>The 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:</p> <p>(a) the appointment, extension, reappointments and dismissals of Deans, Vice-Presidents and the President[.]”</p> <p>7. UAPPOL Procedures – Vice-Presidential Search and Review Procedures</p> <p>“Purpose</p> <p>To detail the standard procedures for Vice-Presidential reviews.”</p> <p><i>and</i></p> <p>“Purpose</p> <p>To detail the standard procedures for Vice-Presidential searches.”</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	University Governance (for review and input); Administration (for information); Association of Academic Staff – University of Alberta – (consultation regarding proposed editorial changes to relevant UAPPOL procedures)
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (for recommendation to the Board Human Resources and Compensation Committee) – May 20, 2014; Board Human Resources and Compensation Committee (for recommendation to the Board of Governors) – May 30, 2014; Board of Governors (for final approval) – June 20, 2014
Final Approver	Board of Governors

Attachments:

1. Attachment 1 (pages 1 – 6): UAPPOL Vice-Presidential Search Procedure (Proposed Revisions)
2. Attachment 2 (pages 1 – 5): UAPPOL Vice-Presidential Review Procedure (Proposed Revisions)
3. Attachment 3 (pages 1 – 5): UAPPOL - Vice-Presidential Search and Review Procedures Appendix A: Committees for Vice-Presidents Position Definitions and Eligibility (Proposed Revisions)

Prepared by: Catherine Swindlehurst, Director, Office of the President, and Andrea Patrick, Assistant Secretary, General Faculties Council, c/o University Governance



U of A Policies and Procedures On-Line (UAPPOL)

Approval Date: December 11, 2009

Most Recent Editorial Date: ~~January 6, 2014~~ June 7, 2012

Parent Policy: [Recruitment Policy](#)

Vice-Presidential Search Procedure ~~for Vice-Presidents~~

Office of Administrative Responsibility:	Office of the President
Approver:	Board of Governors
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

These authorities over procedures related to the appointment of academic staff embrace senior administrators including the President, Vice-Presidents, Deans and Department Chairs.

Purpose

To detail the standard procedures for Vice-Presidential searches. The Vice-Presidential Advisory Search Committee is established to provide recommendations to the President on the appointment of Vice-Presidents.

PROCEDURE

1. COMPOSITION OF ADVISORY SEARCH COMMITTEES

a. An Advisory Search Committee for the relevant vice-presidential position shall be established. The rules governing the composition of committees for the following positions are set out in ~~Composition of Search and Review Committees for Presidents and Vice-Presidents (Appendix A): Position Definitions and Conditions of Eligibility- Vice-Presidential Search and Review Procedures Appendix A: Committees for Vice-Presidents Position Definitions and Eligibility.~~

i. Provost and Vice-President (Academic).

ii. Vice-President (University Relations)

iii. Vice-President (Finance and Administration)

iv. Vice-President (Facilities and Operations)

v. Vice-President (Research)

vi. Vice-President (Advancement)

b. The Office of the President is responsible for drawing together the advisory search committee and for ensuring that the committee positions are properly replenished.

2. ELECTION PROCEDURES FOR ACADEMIC STAFF MEMBERS OF ADVISORY SEARCH COMMITTEE

a. NOMINATIONS



U of A Policies and Procedures On-Line (UAPPOL)

i. The Secretary (or delegate) shall notify all academic staff in **Staff Category A1.0**, ~~through a notice as set out in 2(a)(ii)~~ of the following:

- Nominations for certain categories of academic staff who do not hold administrative positions are being sought;
- ~~N~~Written nominations must ~~stet~~ be received by University Governance by a specified date;
- Nominees must agree to let their name stand; and
- All nominations must be supported by the signatures of five members of the academic staff in Category A1.0, not including the nominee.

~~ii. The notice shall be published in Folio, however the Secretary to GFC is permitted to use alternate means (for example, electronic mail) if circumstances warrant such means.~~

iii. At least two weeks must elapse ~~from the day the advertisement appears in Folio~~ **from the day the Secretary (or delegate) first notifies the academic staff of the call for nominations** and the deadline for receipt of nominations (or from the day the Secretary (or delegate) notifies the academic staff).

b. NUMBER OF BALLOTS REQUIRED

i. When electing ~~three (3) faculty members academic staff representatives~~ **three (3) faculty members academic staff representatives** from **Staff Categories A1.1, A1.6 and or their counterparts in A1.5/ and 1.7:**

- If there are between four and seven nominees, one election will be held.
- If there are eight or more nominees, a preliminary election must be held with the six top candidates standing for election in a final ballot.
- In both elections, the three candidates with the highest number of votes will be elected.

ii. When electing two (2) ~~faculty members academic staff representatives~~ from **Staff Categories A1.1, A1.6 and or their counterparts in A1.5/ and 1.7:**

- If there are between three and five nominees, one election will be held.
- If there are six or more nominees, a preliminary election must be held with the top four candidates standing for election in a final ballot.
- In both elections, the two candidates with the highest number of votes will be elected.

iii. When electing one (1) academic staff representative from **Staff Categories A1.2, A1.3, A1.4 and their counterparts in A1.5:**

- If there are between two and five nominees, one election will be held.
- If there are six or more nominees, a preliminary election must be held with the top three candidates standing for election in a final ballot.
- In both elections the candidate with the highest number of votes will be elected.

c. ELECTORATE

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U of A Policies and Procedures On-Line (UAPPOL)

The electorate consists of the elected faculty representatives who sit on GFC on a “representation by population” basis and the appointed academic staff representatives.

d. PREPARATION ~~AND MAILING~~ OF BALLOTS

~~i. The Secretary (or delegate) will prepare the ballot form with relevant instructions for the election, listing nominees in alphabetical order. Only those eligible voting members will be provided with access to a confidential ballot. At the closure of the election period, the Secretary (or delegate) will ensure that electronic tabulation of the voting ballots occurs, with election results confirmed shortly thereafter.~~

~~The Secretary (or delegate) will prepare the required number of printed ballots. The ballot will include instructions for the election, a ballot form listing nominees in alphabetical order, and two envelopes. One envelope will be marked “ballot” and is otherwise unidentifiable. The other envelope will be addressed to the campus address of the Secretary and have the name and academic unit of the voter. These mail envelopes will be checked against the voters’ list. On the day set for the counting of ballots, the envelopes will be opened by the GFC Secretary (or delegate), the ballot envelopes removed and opened, and the ballots counted.~~

ii. Candidates for election will be asked to provide a brief biographical and professional description, not exceeding 150 words, to be circulated with the ballot.

~~iii. The ballots will be made available by the Secretary (or delegate) and accompanied by clear voting instructions to ensure successful access to the ballot prior to the election voting deadline.~~

~~The ballots will be distributed by the Secretary (or delegate) and accompanied by full instructions for marking and returning by the required date.~~

iv. When voting for three (3) ~~faculty members academic staff representatives~~ from Staff Categories A1.1, A1.6 ~~and or~~ their counterparts in A1.5 ~~and~~ #1.7, each voter will be permitted to vote for up to (and including) three (3) candidates.

v. When voting for two (2) ~~faculty members academic staff representatives~~ from Staff Categories A1.1, A1.6 ~~and or~~ their counterparts in A1.5 ~~and~~ #1.7, each voter will be permitted to vote for up to (and including) two (2) candidates.

When voting for one (1) academic staff representative from Staff Categories A1.2, A1.3, A1.4 and their counterparts in A1.5, each voter will be permitted to vote for one (1) candidate.

vi. The date and time by which the ballots must be received by University Governance ~~will~~ be clearly marked on the ballot.

e. THE BALLOT COUNT

~~i. The Secretary (or delegate) will ensure that the candidates are aware of the election end date and time of ballot tabulation. The Secretary (or delegate) will name the counting day and will so inform the candidates.~~

~~ii. At least 50% of ballots must be received before the ballots will be tallied. There must be at least a 50% return of all distributed ballots before any ballots are opened and counted.~~

~~iii. Each candidate may name a scrutineer to observe the tabulation of election results. Each candidate may name a scrutineer to observe the counting of ballots.~~

iv. In the event of a tie vote, a run-off election will be held. In the event of a second tie vote, the winner will be determined by lot.

~~v. After completion of the election, the ballot data is stored by the Secretary (or delegate) for one month and then destroyed.~~

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U of A Policies and Procedures On-Line (UAPPOL)

~~After completion of the election the ballots returned will be retained by the Secretary (or delegate) for one month and then destroyed.~~

3. SEARCH PROCESS

a. Consultant – The President will decide whether a search consultant should be retained and may seek advice from the Advisory Search Committee on this matter.

b. Advertisement – The President may arrange for the position to be advertised in advance of the Advisory Search Committee's first meeting and may seek advice from the Advisory Search Committee at any point with respect to the advertising process. The advertising requirements set out in the Academic Staff Posting and Advertising Procedure will be observed. The advertisement will normally include a deadline or target date for receipt of applications/nominations and may note that a search may continue past a deadline, until the position is filled.

c. Input from the Community –

i. The ~~campus~~ University community will be canvassed for their views on:

- The characteristics desirable in the Vice-President being selected;
- The priorities of that vice-presidential portfolio;
- Current issues and future directions of the portfolio; and
- Leadership qualities.

ii. Input from the University community will normally be sought through ~~targeted methods to bring the search to the attention of all academic staff, non-academic staff, and students, an ad in Folio, through a direct e-mailing to all academic staff, through a mailing to all non-academic staff, and through the four association presidents.~~ Staff in the current portfolio will also be asked for their input. When input from the internal community is sought, a position description and/or a position profile will be included.

iii. The Advisory Search Committee may also wish to seek input from external communities.

d. Confidentiality – Each Advisory Search Committee may identify certain aspects of their discussions as appropriate for public discussion. Discussion of candidates is absolutely confidential.

e. Considerations – At its pre-interview meetings, the Advisory Search Committee will normally consider the following:

- i. Confidentiality
- ii. Handling records and FOIPP-related issues
- iii. Procedural matters and Terms of Reference
- iv. Attendance
- v. The advertisement, position description and profile
- vi. Key issues related to the portfolio;
- vii. All resumes and applications, with advice on who should be interviewed;
- viii. Input from the community and portfolio staff;



U of A Policies and Procedures On-Line (UAPPOL)

ix. Interview process and questions.

f. Where the nominee is from outside the University and is also seeking an academic staff appointment, the Advisory Search Committee established for the administrative position of Vice-President shall request that the Faculty Selection Advisory Committee make the recommendation in relation to the academic staff appointment.

4. RECOMMENDATIONS TO THE PRESIDENT AND THE BOARD

Following interviews, the Advisory Search Committee will advise the President as follows:

a. The Advisory Search Committee will recommend one or more names to the President. The President will choose one nominee from among the names recommended by the Advisory Committee. If none of the names is acceptable to the President, the President will return the matter to the Advisory Search Committee.

b. The President, after consultation with the Board Chair and Chair of the Board Human Resources and Compensation Committee (BHRCC), will determine a recommendation related to the compensation and benefits with respect to the appointment.

c. The name of the nominee will be transmitted to the Board Chair by the President. The Board Chair, the Chair of BHRCC and the President will then determine whether the nominee's compensation and benefits expectations fall within the Board guidelines.

d. The President will present his/her nominee to the BHRCC which will make a recommendation to the Board of Governors. BHRCC will also consider and approve the compensation and benefits for the recommended candidate, subject to approval of the appointment by the Board of Governors.

e. The Board has the authority to accept or reject the recommended nominee. If the Board rejects the nominee the matter is returned to the President.

DEFINITIONS

Table with 2 columns: Category and Definition. Categories include Staff Category A1.0, Staff Categories A1.1, A1.6 and their counterparts in A1.5/1.7, and Staff Categories A1.2, A1.3, A1.4 and their counterparts in A1.5.

FORMS

There are no forms for this Procedure. [▲Top]

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [▲Top]

Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues (UAPPOL)

Vice-Presidential Search and Review Procedures Appendix A: Committees for Vice-Presidents Position Definitions and Eligibility (UAPPOL)

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U of A Policies and Procedures On-Line (UAPPOL)

[Search Procedure for Vice-Presidents Appendix A Committees for Vice-Presidents Position Definitions and Eligibility \(UAPPOL\)](#)



U of A Policies and Procedures On-Line (UAPPOL)

Approval Date: December 11, 2009

Most Recent Editorial Date: ~~January 6, 2014~~ June 7, 2012

Parent Policy: [Recruitment Policy](#)

Vice-Presidential Review Procedure ~~for Vice-Presidents~~

Office of Administrative Responsibility:	Office of the President
Approver:	Board of Governors
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

These authorities over procedures related to the appointment of academic staff embrace senior administrators including the President, Vice-Presidents, Deans and Department Chairs

Purpose

To detail the standard procedures for Vice-Presidential reviews. The Vice-Presidential Advisory Review Committee is established to provide recommendations to the President on the reappointment of Vice-Presidents.

PROCEDURE

1. REQUEST FOR REVIEW

- a. The Vice-President shall advise the President of his or her request for consideration of renewal for an additional term. This request shall be received by the President not less than 18 months prior to the end of the incumbent Vice-President's term.
- b. Upon such request the President shall establish a Vice-Presidential Advisory Review Committee in accordance with the following procedures.
- c. The Office of the President is responsible for drawing the advisory review committee together and ensuring that it is properly replenished.

2. COMPOSITION OF ADVISORY COMMITTEES

a. The rules governing the composition of committees for the following positions are set out in *[Vice-Presidential Search and Review Procedures Appendix A: Committees for Vice-Presidents Position Definitions and Eligibility](#)*, ~~*[Composition of Search and Review Committees for Presidents and Vice-Presidents \(Appendix A\): Position Definitions and Conditions of Eligibility](#)*~~.

- i. Provost and Vice-President (Academic).
- ii. Vice-President (University Relations)
- iii. Vice-President (Finance and Administration)
- iv. Vice-President (Facilities and Operations)
- v. Vice-President (Research)

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U of A Policies and Procedures On-Line (UAPPOL)

vi. Vice-President (Advancement)

3. ELECTION PROCEDURES FOR ACADEMIC STAFF MEMBERS OF ADVISORY REVIEW COMMITTEE

a. NOMINATIONS

i. The Secretary to GFC (or delegate) shall notify all academic staff in **Staff Category A1.0**, ~~through a notice as set out in 2 (a) (ii) published in Folio~~, of the following:

- Nominations for certain categories of academic staff who do not hold administrative positions are being sought;
- ~~Written~~ Nominations must be received by University Governance by a specified date;
- Nominees must agree to let their name stand;
- All nominations must be supported by the signatures of five members of the academic staff in Category A1.0, not including the nominee.

~~ii. The Secretary is permitted to use alternate means (for example, electronic mail) to notify academic staff) in addition to advertising in Folio.~~

iii. At least two weeks must elapse from the day the Secretary (or delegate) first notifies the academic staff of the call for nominations~~At least two weeks must elapse between the day the advertisement appears in Folio~~ and the deadline for receipt of nominations (or from the day the Secretary (or delegate) notifies the academic staff).

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b. NUMBER OF BALLOTS REQUIRED

i. When electing three (3) faculty members academic staff representatives ~~from Staff Categories A1.1, A1.6 and-or their counterparts in A1.5 and 1.7:~~

- If there are between four and seven nominees, one election will be held.
- If there are eight or more nominees, a preliminary election must be held with the six top candidates standing for election in a final ballot.
- In both elections, the three candidates with the highest number of votes will be elected.

i. When electing two (2) faculty members academic staff representatives ~~from Staff Categories A1.1, A1.6 and-or their counterparts in A1.5/ and 1.7:~~

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- If there are between three and five nominees, one election will be held.
- If there are six or more nominees, a preliminary election must be held with the top four candidates standing for election in a final ballot.
- In both elections, the two candidates with the highest number of votes will be elected.

ii. When electing one (1) academic staff representative from **Staff Categories A1.2, A1.3, A1.4 and their counterparts in A1.5:**

- If there are between two and five nominees, one election will be held.
- If there are six or more nominees, a preliminary election must be held with the top three candidates standing for election in a final ballot.



U of A Policies and Procedures On-Line (UAPPOL)

- In both elections, the candidate with the highest number of votes will be elected.

c. ELECTORATE

The electorate consists of the elected faculty representatives who sit on GFC on a “representation by population” basis and the appointed academic staff representatives.

d. PREPARATION ~~AND MAILING~~ OF BALLOTS

~~i. The Secretary (or delegate) will prepare the ballot form with relevant instructions for the election, listing nominees in alphabetical order. Only those eligible voting members will be provided with access to a confidential ballot. At the closure of the election period, the Secretary (or delegate) will ensure that electronic tabulation of the voting ballots occurs, with election results confirmed shortly thereafter.~~

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~~The Secretary (or delegate) will prepare the required number of printed ballots. The ballot will include instructions for the election, a ballot form listing nominees in alphabetical order, and two envelopes. One envelope will be marked “ballot” and is otherwise unidentifiable. The other envelope will be addressed to the campus address of the Secretary and have the name and academic unit of the voter. These mail envelopes will be checked against the voters’ list. On the day set for the counting of ballots, the envelopes will be opened by the GFC Secretary (or delegate), the ballot envelopes removed and opened, and the ballots counted.~~

ii. Candidates for election will be asked to provide a brief biographical and professional description, not exceeding 150 words, to be circulated with the ballot.

~~iii. The ballots will be made available by the Secretary (or delegate) and accompanied by clear voting instructions to ensure successful access to the ballot prior to the election voting deadline. The ballots will be distributed by the Secretary (or delegate) and accompanied by full instructions for marking and returning by the required date.~~

iv. When voting for three (3) ~~faculty members academic staff representatives~~ from Staff Categories A1.1, A1.6 ~~and or~~ their counterparts in A1.5 ~~and~~ 1.7, each voter will be permitted to vote for up to (and including) three (3) candidates.

v. When voting for two (2) ~~faculty members academic staff representatives~~ from Staff Categories A1.1, A1.6 ~~and or~~ their counterparts in A1.5 ~~and~~ 1.7, each voter will be permitted to vote for up to (and including) two (2) candidates.

vi. When voting for one (1) academic staff representative from Staff Categories A1.2, A1.3, A1.4 and their counterparts in A1.5, each voter will be permitted to vote for one (1) candidate.

vii. The date and time by which the ballots must be received by University Governance will be clearly marked on the ballot.

e. THE BALLOT COUNT

~~i. The Secretary (or delegate) will ensure the candidates are aware of the election end date and time of ballot tabulation. The Secretary (or delegate) will name the counting day and will so inform the candidates.~~

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~~ii. At least 50% of ballots must be received before the ballots will be tallied. There must be at least a 50% return of all distributed ballots before any ballots are opened and counted.~~

~~iii. Each candidate may name a scrutineer to observe the tabulation of election results. Each candidate may name a scrutineer to observe the counting of ballots.~~

iv. In the event of a tie vote, a run-off election will be held. In the event of a second tie, the winner will be determined by lot.

v.



U of A Policies and Procedures On-Line (UAPPOL)

~~After completion of the election, the ballot data is stored by the Secretary (or delegate) for one month and then destroyed. After completion of the election, the ballots returned will be retained by the Secretary (or delegate) for one month and then destroyed.~~

3. REVIEW PROCESS

a. Input from the Community

i. The ~~campus-University~~ community will be canvassed for their views on:

- the characteristics desirable in the Vice-President being reviewed;
- the priorities of that vice-presidential portfolio;
- current issues and future directions of the portfolio; and
- leadership qualities.

ii. Input from the ~~campus-University~~ community will normally be sought through targeted methods to bring the review to the attention of all academic staff, non-academic staff, and students, an ad in Folio, through a direct e-mailing to all academic staff, through a mailing to all non-academic staff, and through the four association presidents. Staff in the current portfolio will also be asked for their input. When input from the internal community is sought, a position description and/or a position profile will be included.

b. The Advisory Review Committee may also wish to seek input from external communities.

c. Confidentiality – Each Advisory Review Committee may identify certain aspects of their discussions as appropriate for public discussion.

4. RECOMMENDATIONS TO THE PRESIDENT AND THE BOARD

a. The Advisory Review Committee will advise the President as to whether it recommends the incumbent nominee. If a positive recommendation is made by the Advisory Review Committee, the President will communicate this to the Board Chair.

b. The President, after consultation with the Board Chair and Chair of the Board Human Resources and Compensation Committee (BHRCC) Committee, will make a recommendation regarding compensation and benefits with respect to the appointment.

c. The Board Chair, the Chair of BHRCC, and the President will then determine whether the nominee's compensation and benefits expectations fall within the Board guidelines.

d. If the nominee, the President, the Board Chair and the Chair of the BHRCC agree, the President presents his or her nominee to BHRCC who makes a recommendation to the Board of Governors. BHRCC also considers and approves the compensation and benefits, subject to approval of the reappointment by the Board of Governors.

e. The Board has the authority to accept or reject the recommended incumbent. If the Board rejects the incumbent the matter is returned to the President.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top](#)

Staff Category A1.0	Refer to Recruitment Policy (Appendix A) for definitions of Staff Categories.
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U of A Policies and Procedures On-Line (UAPPOL)

Staff Categories A1.1, A1.6 and their counterparts in A1.5/1.7	Refer to Recruitment Policy (Appendix A) for definitions of Staff Categories.
Staff Categories A1.2, A1.3, A1.4 and their counterparts in A1.5	Refer to Recruitment Policy (Appendix A) for definitions of Staff Categories.

FORMS

There are no forms for this Procedure. [\[▲ Top\]](#)

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [\[▲ Top\]](#)

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues](#) (UAPPOL)

~~[Vice-Presidential Search and Review Procedures Appendix A: Committees for Vice-Presidents Position Definitions and Eligibility](#)~~
~~[Search Procedure for Vice-Presidents Appendix A Committees for Vice-Presidents Position Definitions and Eligibility](#)~~ (UAPPOL)

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Approval Date: December 11, 2009

Most Recent Editorial Date: January 6, 2014

Parent Policy: [Recruitment Policy](#)

This document is an appendix to its parent document. Questions regarding this document should be addressed to the Office of Administrative Responsibility.

Vice-Presidential Search and Review Procedures for Vice-Presidents Appendix A: Committees for Vice-Presidents Position Definitions and Eligibility

Office of Administrative Responsibility:	Office of the President
Approver:	Board Human Resources and Compensation Committee

COMPOSITION OF ADVISORY SEARCH AND REVIEW COMMITTEES FOR VICE-PRESIDENTS:

Refer to [the Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues for definitions of staff categories. General Faculties Council Policy Manual § 5 \(Academic Staff, Academic Staff Agreements, and Support Staff\) for definitions of Staff Categories.](#)

1. PROVOST AND VICE-PRESIDENT (ACADEMIC)

President as Chair of the Committee

Two members of the Board of Governors appointed by the Board

Three [faculty](#) members from Categories A1.1, A1.65, or their counterparts in A1.5 and A1.76 (that is, only faculty members employed at the University under the terms and conditions of the Faculty Agreement are eligible), who do not hold administrative positions as defined in Section 7, elected by the faculty and the [appointed](#) academic staff representatives on GFC.

One Dean elected by Deans' Council

One Chair elected by Chairs' Council

One member of the AAS:UA appointed by the AAS:UA

Two members of the Students' Union appointed by the Students' Council

One member of the Graduate Students' Association appointed by the GSA

One member of the Non-Academic Staff Association appointed by NASA

For a list of staff who are not eligible to ~~serve search~~ on the advisory search and review committees for Vice-Presidents, please see Section 8.

2. VICE-PRESIDENT (UNIVERSITY RELATIONS)

President as Chair of the Committee

Provost and Vice-President (Academic)

Two members of the Board of Governors appointed by the Board

One member of the Senate appointed by the Senate

President of the Alumni Association

Two faculty members from Categories A1.1, A1.65, or their counterparts in A1.5 and A1.76 (that is, only faculty members employed at the University under the terms and conditions of the Faculty Agreement are eligible), who do not hold administrative positions as defined in Section 7, elected by the faculty and the appointed academic staff representatives on GFC.

Two Deans elected by Deans' Council

One Chair elected by Chairs' Council

One member of the AAS:UA appointed by the AAS:UA

One member of the Students' Union appointed by the Students' Council

One member of the Graduate Students' Association appointed by the GSA

One member of the Non-Academic Staff Association appointed by NASA

For a list of staff who are not eligible to ~~serve search~~ on the advisory search and review committees for Vice-Presidents, please see Section 8

3. VICE-PRESIDENT (FINANCE AND ADMINISTRATION)

President as Chair of the Committee

Provost and Vice-President (Academic)

Two members of the Board of Governors appointed by the Board

Two faculty members from Categories A1.1, A1.65 or their counterparts in A1.5 and A1.76 (that is, only faculty members employed at the University under the terms and conditions of the Faculty Agreement are eligible)

AND one (1) member from Categories A1.2, A1.3, A1.4, and their counterparts in A1.5 none of whom hold administrative positions as defined in Section 7, elected by the faculty and appointed academic staff representatives on GFC.

One Dean elected by Deans' Council

One Chair elected by Chairs' Council

One member of the AAS:UA appointed by the AAS:UA

Two members of the Students' Union appointed by the Students' Council

One member of the Graduate Students' Association appointed by the GSA

One member of the Non-Academic Staff Association appointed by NASA

For a list of staff who are not eligible to serve search on the advisory search and review committees for Vice-Presidents, please see Section 8.

4. VICE-PRESIDENT (FACILITIES AND OPERATIONS)

President as Chair of the Committee

Provost and Vice-President (Academic)

Two members of the Board of Governors appointed by the Board

Two faculty members from Categories A1.1A, A1.65, or their counterparts in A1.5 and A1.76 (that is, only faculty members employed at the University under the terms and conditions of the Faculty Agreement are eligible),

AND one (1) member from Categories A1.2, A1.3, A1.4 and their counterparts in A1.5, none of whom hold administrative positions as defined in Section 7, elected by the faculty and appointed academic staff representatives on GFC

One Dean elected by Deans' Council

One Chair elected by Chairs' Council

One member of the AAS:UA appointed by the AAS:UA

Two members of the Students' Union appointed by the Students' Council

One member of the Graduate Students' Association appointed by the GSA

One member of the Non-Academic Staff Association appointed by NASA

One external representative, with expertise in the area of facilities and/or operations, appointed by the Board in consultation with the President.

For a list of staff who are not eligible to serve search on the advisory search and review committees for Vice-Presidents, please see Section 8.

5. VICE-PRESIDENT (RESEARCH)

President as Chair of the Committee

Provost and Vice-President (Academic)

Two members of the Board of Governors as appointed by the Board

Three faculty members from Categories A1.1, A1.65, or their counterparts in A1.5 and A1.76 (that is, only faculty members employed at the University under the terms and conditions of the Faculty Agreement are eligible), who do not hold administrative positions as defined in Section 7, elected by the faculty and the appointed academic staff representatives on GFC

One Dean elected by Deans' Council

One Chair elected by Chairs' Council

One member of the AAS:UA appointed by the AAS:UA

Two members of the Students' Union as appointed by the Students' Council

One member of the Graduate Students' Association appointed by the GSA

One member of the Non-Academic Staff Association appointed by NASA

For a list of staff who are not eligible to serve search on the advisory search and review committees for Vice-Presidents, please see Section 8.

6. VICE-PRESIDENT (ADVANCEMENT)

President as Chair of the Committee

Provost and Vice-President (Academic)

Two members of the Board of Governors appointed by the Board

One member of the Senate appointed by the Senate

President of the Alumni Association

Two faculty members from Categories A1.1, A1.65, or their counterparts in A1.5 and A1.76 (that is, only faculty members employed at the University under the terms and conditions of the Faculty Agreement are eligible), who do not hold administrative positions as defined in Section 7, elected by the faculty and the academic staff representatives on GFC.

Two Deans elected by Deans' Council

One Chair elected by Chairs' Council

One member of the AAS:UA appointed by the AAS:UA

One member of the Students' Union appointed by the Students' Council

One member of the Graduate Students' Association appointed by the GSA

One member of the Non-Academic Staff Association appointed by NASA

For a list of staff who are not eligible to serve search on the advisory search and review committees for Vice-Presidents, please see Section 8.

7. Once members have been elected to any of the above-noted Vice-Presidential Advisory Search/Review Committees, the President may in consultation with the Board Chair or Chair of the Board of Human Resources and Compensation Committee (BHRCC) name up to two additional full-time faculty members (Categories A1.1, A1.65, or their counterparts in A1.6) to the Advisory Search/Review Committee to ensure broad representation from the University.

8. STAFF WHO ARE NOT ELIGIBLE TO SERVE ON ADVISORY AND REVIEW COMMITTEES FOR VICE-PRESIDENTS

Staff who are on leave are not eligible to serve search on advisory search and review committees for Vice-Presidents. The term leave includes: administrative leave, sabbatical, political, medical, parental, childbirth, disability, assisted, secondment.

Staff who hold the following administrative positions at the time of the initial nomination are not eligible to serve:

Vice-President, Associate or Assistant Vice-President, Dean, Associate or Assistant Dean or Department Chair (excluding those members elected by Deans' Council and Chairs' Council).

DEFINITIONS

There are no definitions for this Appendix. [[▲ Top](#)]

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲ TOP](#)]

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues \(UAPPOL\)GFC Policy Manual §5 — Academic Staff, Academic Staff Agreements, and Support Staff \(University Governance\)](#)

FINAL Item No. 5
OUTLINE OF ISSUE

Agenda Title: **Proposed Changes to Section 23.9.2 (Academic Regulations/Student Records/Academic History (Transcript) Records) of the University Calendar – Removal of the Basis of Admission from the University of Alberta Student Transcript**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council (GFC), proposed changes to Section 23.9.2 (Academic Regulations/Student Records/Academic History (Transcript) Records) of the University Calendar regarding the removal of the 'Basis of Admission' from the University of Alberta student transcript, as submitted by the Office of the Registrar and as set forth in Attachment 1, to take effect upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Vice-Provost and University Registrar
Presenters	Lisa Collins, Vice-Provost and University Registrar; Thomas Hidson, Assistant Registrar (Records, Registration and Fees), Office of the Registrar
Subject	Proposed Changes to Section 23.9.2 (Academic Regulations/Student Records/Academic History (Transcript) Records) of the University Calendar

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	<p>The Office of the Registrar is proposing the removal of the 'Basis of Admission' from the University of Alberta student transcript.</p> <p>The Association of Registrars of the Universities and Colleges of Canada's (ARUCC) <i>National Transcript Guide For Use in Canadian Postsecondary Institutions</i> outlines best practices for post-secondary institutions in relation to their transcript. From Section III.3 (Basis of Admission), it reads: "elements defining previous educational background, be it at the secondary school or equivalent level or at the postsecondary level (college or university studies), including standard test scores, are essential for the database, but are not recommended for the transcript".</p> <p>Our research has indicated that nine of the U15 Group of Canadian Research Universities do not include the Basis of Admission on their transcripts.</p> <p>As noted in the 'Consultative Route' section of this Outline, Faculty input was solicited regarding the impact of such a change.</p>
The Impact of the Proposal is	Changes to Section 23.9.2 (Academic Regulations/Student Records/Academic History (Transcript) Records) of the University Calendar.
Replaces/Revises (eg, policies, resolutions)	Section 23.9.2 of the University Calendar.
Timeline/Implementation Date	To take effect upon approval and for publication in the 2015-2016 University Calendar.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p><i>Dare to Discover Values</i>: to provide an intellectually superior educational environment; integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth.</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): The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs. (Sections 26(1))</p> <p>2. GFC Policy Manual: Section 109 (Student Records: Contents, Access, Use, and Protection) of the GFC Policy Manual includes a note from the University Secretariat (now University Governance) which indicates that "GFC Regulations concerning student records are contained in the Calendar with the exception of the following regulations [ie, those set out in GFC Policy Manual Section 109]. In accordance with a motion passed by the GFC Executive Committee on November 9, 1992, the academic regulations contained in the Calendar may not be changes without GFC approval."</p> <p>3. GFC Executive Committee Terms of Reference, Section 3 (Mandate of the Committee):</p> <p>"To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (GFC 08 SEP 1966) (GFC 12 FEB 1996)</p> <p>1. Urgent Matters The power to deal with any matters that cannot be deferred is delegated to the Executive Committee which shall determine which matters are to be considered urgent. (GFC 09 AUG 1966)</p> <p>2. Routine Matters Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee. (GFC 08 SEP 1966)</p> <p>[...]</p> <p>6. Calendar Section 26(1) of the PSLA empowers GFC to</p> <p>(g) provide for the preparation and publication of the university calendar.</p> <p>(Technical matters relating to the printing and publication of the Calendar are delegated to the Registrar (GFC May 31, 1976).)</p> <p>[...]"</p> <p>4. GFC Policy Manual: Section 25 (Calendar Changes) of the GFC Policy Manual states:</p>

FINAL Item No. 5

	<p>“[...]”</p> <p>Technical matters relating to the printing and publication of the Calendar, including procedural matters in the editorial process such as the timing and form of submission, have been delegated to the Registrar.(GFC 31 MAY 1976) (GFC 27 JUN 1976)</p> <p>The Registrar shall receive from the Board of Governors statements on fees for the inclusion in the University Calendar. (GFC 29 JUN 1981)</p> <p>Final editorial authority for minor procedural directions was delegated to the Registrar, who will be responsible for the conformance of these directions to the general University policy. (GFC 29 JUN 1981)</p> <p>The Registrar was given final editorial authority in regard to the purely descriptive materials in the Calendar (those without regulative force).(GFC 29 JUN 1981)</p> <p>[...]”</p> <p>5. GFC Academic Standards Committee (ASC) Terms of Reference/3. Mandate of the Committee: “[...]”</p> <p>H. Other Matters</p> <p>The Chair of ASC will bring forward to ASC items where the Office of the Provost and Vice-President (Academic), in consultation with other units or officers of the University, is seeking the advice of the Committee. These matters may include, but are not limited to, those related to academic advisement, official University academic records keeping, discipline, student services, publication of the University Calendar, the continuation of, or major changes to, existing affiliation agreements and proposals for new affiliation agreements between other post-secondary institutions and the University of Alberta, and registration. (GFC 29 SEP 2003) (GFC 31 MAY 2005) [...]”</p>
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Routing (Include meeting dates)

<p>Consultative Route (parties who have seen the proposal and in what capacity)</p>	<p>Nat Kat, Associate Dean (Academic), and Jim Bohun, Assistant Dean (Academic and Student Programs), Faculty of Agricultural, Life and Environmental Sciences; William Street, (Former) Associate Dean, Faculty of Arts; Harry Prest, Associate Dean, and Jonathan Hawkins, Assistant Registrar, Augustana Faculty; Elaine Geddes, Associate Dean (Undergraduate Program), School of Business; Ed Blackburn, (Former) Associate Dean and (current) Acting Dean, Campus Saint-Jean; Clive Hickson, Associate Dean, Faculty of Education; Ken Porteous, (Former) Associate Dean, Faculty of Engineering; René Poliquin, (Former) Vice-Dean, Faculty of Graduate Studies and Research; John Law, Vice-Dean, Faculty of Law;</p>
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FINAL Item No. 5

	<p>Marc Moreau, Assistant Dean (Admissions), Faculty of Medicine and Dentistry; Brendan Hokowhitu, Dean, Faculty of Native Studies; Kaysi Kushner, Associate Dean (Undergraduate), Faculty of Nursing; Dion Brocks, Associate Dean (Undergraduate Student Affairs), and Rae Beaumont, Team Lead for Student Services, Faculty of Pharmacy and Pharmaceutical Sciences; Janice Causgrove Dunn, Associate Dean (Undergraduate), Faculty of Physical Education and Recreation; Liz Taylor, Associate Dean (Professional Programs and Teaching), Faculty of Rehabilitation Medicine; Brenda Leskiw, (Former) Senior Associate Dean, Faculty of Science; GFC Academic Standards Committee (April 17, 2014) – for discussion</p>
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (May 5, 2014) – for final approval
Final Approver	GFC Executive Committee

Attachments (each to be numbered 1 - <>):

- Attachment 1 (pages 1 – 3) - Proposed Changes to Section 23.9.2 of the University Calendar with Sample Transcript and Background Information.

Prepared by: Ada Ness, Associate Registrar (Enrolment Services), Office of the Registrar, ada.ness@ualberta.ca

Office of the Registrar

Proposed Calendar Change

Calendar Section 23.9.2 Academic History (Transcript) Records

Current	Proposed
<p>23.9 Student Records</p> <p>23.9.2 Academic History (Transcript) Records</p> <p>(4) The University of Alberta transcript includes the following information for each student record:</p> <ul style="list-style-type: none"> a) Student name b) Student previous name(s) c) Student ID number d) Student's birth month and day e) Date of issue of transcript f) Degrees and awards granted g) Admission status and basis of admission h) Credit granted from other institutions or programs i) Faculty and degree program of registration j) Course information, including for each course: term, course name, number, title, grade, units of course weight, grade points, class average and class enrolment k) Total units of course weight and grade points used to calculate GPA l) Grade point average calculation m) Comments pertaining to academic standing in the program n) Withdrawal date, if appropriate o) Disciplinary record of suspension or expulsion or rescission/suspension of a degree, if appropriate 	<p>23.9 Student Records</p> <p>23.9.2 Academic History (Transcript) Records</p> <p>(4) The University of Alberta transcript includes the following information for each student record:</p> <ul style="list-style-type: none"> a) Student name b) Student previous name(s) c) Student ID number d) Student's birth month and day e) Date of issue of transcript f) Degrees and awards granted g) Admission status h) Credit granted from other institutions or programs i) Faculty and degree program of registration j) Course information, including for each course: term, course name, number, title, grade, units of course weight, grade points, class average and class enrolment k) Total units of course weight and grade points used to calculate GPA l) Grade point average calculation m) Comments pertaining to academic standing in the program n) Withdrawal date, if appropriate o) Disciplinary record of suspension or expulsion or rescission/suspension of a degree, if appropriate

UNIVERSITY OF ALBERTA - UNOFFICIAL RECORD

Student Name:
(Surname last)

ID Number:

Month and Day of Birth:

Date of Issue: 05-MAR-2014

September, 2007: Admitted to the Faculté Saint-Jean, Baccalauréat-ès-Arts program, ~~on the basis of one year in the CEGEP program at CEGEP de Sainte-Foy, Québec, QC, 2004-2005, plus work completed at Champlain Regional College, Québec, QC, 2004-2007.~~

September 05, 2007: Granted credit in courses (units) ADMI 311 (3.00), MARK 301 (3.00), Business 200-Level Option (3.00) for work completed at CEGEP de Sainte-Foy, QC, 2005. Total units 9.00.

Fall Term 2007 **Baccalauréat-ès-Arts
Psychologie**

Course	Description	Grade Remark	Units Taken	Units Passed	Grade Points	Class Avg	Class Enrl
ANGL 111A	LANGUAGE, LIT AND CULTURE	IP	0.0	0.0	0.00	XXX	22
ECONE 101	INTRO À LA MICROÉCONOMIE	A-	3.0	3.0	11.10	2.7	52
ETCAN 101	ETUDE DU CANADA	B+	3.0	3.0	9.90	2.8	36
MATHQ 113	CALCUL ÉLÉMENTAIRE	A+	3.0	3.0	12.00	2.5	69
TOTALS			9.0	9.0	33.00		

Winter Term 2008 **Baccalauréat-ès-Arts
Psychologie**

Course	Description	Grade Remark	Units Taken	Units Passed	Grade Points	Class Avg	Class Enrl
ANGL 111B	LANGUAGE, LIT AND CULTURE	B	6.0	6.0	18.00	2.9	22
ECONE 102	INTRO À LA MACRO-ÉCONOMIE	A	3.0	3.0	12.00	2.7	29
FRANC 220	EXPRESSION ORALE III	A-	3.0	3.0	11.10	3.0	15
STATQ 151	INTRODUCTION STATIS APPLIQ I	A-	3.0	3.0	11.10	2.7	81
TOTALS			15.0	15.0	52.20		

GPA: 85.20 grade points / 24.0 units taken = 3.6

First Class Standing

September, 2008: Admitted to the Faculté Saint-Jean, Bilingual Bachelor of Commerce/Baccalauréat bilingue en Administration des affaires program.

September 03, 2008: Granted credit in courses (units) MARK 301 (3.00), Business 200-Level Option (3.00) for work completed at CEGEP de Sainte-Foy, QC, 2005. Total units 6.00.

September 03, 2008: Granted credit in all courses successfully completed at this University, 2007-2008. (24.0) Total units 24.00

Fall Term 2008 **Biling BCom/Bacc Admin Biling
Gestion et Organisation**

Course	Description	Grade Remark	Units Taken	Units Passed	Grade Points	Class Avg	Class Enrl
BUS 201	INTRO TO CANADIAN BUSINESS	D+	3.0	3.0	3.90	3.0	450
FRANC 322	DISSERTATION	B-	3.0	3.0	8.10	2.9	14
LINGQ 200	INTRO A L'ETUDE DU LANGAGE	B+	3.0	3.0	9.90	2.9	15
MGTS 312	PROBABILITY & STATS FOR BUS	C+	3.0	3.0	6.90	3.0	72
PSYCE 104	PROCEDES DE BASE SC	B-	3.0	3.0	8.10	2.7	42
TOTALS			15.0	15.0	36.90		

Page 2

Basis of Admission on Transcript discussion
ASC April 17, 2014

Institution	Basis of Admission On Transcript?
University of Alberta	YES
McGill University	YES
McMaster University	YES*
University of Calgary	YES
University of Ottawa	YES
University of Western Ontario	YES
Dalhousie University	NO
Queen's University	NO
Université de Montréal	NO
University of British Columbia	NO
Université Laval	NO
University of Manitoba	NO
University of Saskatchewan	NO
University of Toronto	NO
University of Waterloo	NO

U15 Survey for Basis of Admission

Number of institutions that:

DO include Basis of Admission: 6* (including the University of Alberta)

DO NOT include Basis of Admission: 9

* McMaster University is considering removing the Basis of Admission from their transcript

OUTLINE OF ISSUE

Agenda Title: Proposed Changes from the Office of the Registrar to Section 23.9.2 (Academic Regulations/Student Records/Academic History (Transcript) Records) of the University Calendar – Preparation of Electronic (Official) Transcripts

Motion: That the GFC Executive Committee approve, under delegated authority from General Faculties Council (GFC), the proposed changes to Section 23.9.2 (Academic Regulations/Student Records/Academic History (Transcript) Records) regarding preparation of electronic (official) student transcripts, as submitted by the Office of the Registrar and as set forth in Attachment 1, as amended, to take effect upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Lisa Collins, Vice-Provost and University Registrar
Presenters	Lisa Collins, Vice-Provost and University Registrar; Thomas Hidson, Assistant Registrar (Records, Registration and Fees), Office of the Registrar
Subject	Changes to Section 23.9.2 of the University Calendar regarding preparation of electronic (official) student transcripts

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	The Office of the Registrar must change the manner in which transcripts are transmitted to other Campus Alberta institutions due to an Apply Alberta (Government of Alberta Post-Secondary Application System) requirement. Transcripts of Alberta post-secondary students applying to another Campus Alberta institution must now be sent through secure electronic means. These electronic transcripts will not bear the signature of the Registrar nor by virtue of the electronic nature of the transcript will they be printed on security paper.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (e.g., policies, resolutions)	Section 23.9.2 of the <i>University Calendar</i> .
Timeline/Implementation Date	To take effect upon approval and for publication in the 2015-2016 University Calendar.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover, Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<ol style="list-style-type: none"> Post-Secondary Learning Act (PSLA): The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs. (Sections 26(1)) GFC Policy Manual: Section 109 (Student Records: Contents, Access, Use, and Protection) of the GFC Policy Manual includes a note from the University Secretariat (now University Governance) which indicates that "GFC Regulations concerning student records are contained in the Calendar with the exception of the following regulations



[ie, those set out in GFC Policy Manual Section 109]. In accordance with a motion passed by the GFC Executive Committee on November 9, 1992, the academic regulations contained in the Calendar may not be changes without GFC approval."

3. GFC Executive Committee Terms of Reference, Section 3 (Mandate of the Committee):

"To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (GFC 08 SEP 1966) (GFC 12 FEB 1996)

1. Urgent Matters

The power to deal with any matters that cannot be deferred is delegated to the Executive Committee which shall determine which matters are to be considered urgent. (GFC 09 AUG 1966)

2. Routine Matters

Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee. (GFC 08 SEP 1966)

[...]

6. Calendar

Section 26(1) of the PSLA empowers GFC to

(g) provide for the preparation and publication of the university calendar.

(Technical matters relating to the printing and publication of the Calendar are delegated to the Registrar (GFC May 31, 1976).)

[...]"

4. GFC Policy Manual: Section 25 (Calendar Changes) of the GFC Policy Manual states:

"[...]

Technical matters relating to the printing and publication of the Calendar, including procedural matters in the editorial process such as the timing and form of submission, have been delegated to the Registrar. (GFC 31 MAY 1976) (GFC 27 JUN 1976)

The Registrar shall receive from the Board of Governors statements on fees for the inclusion in the University Calendar. (GFC 29 JUN 1981)

Final editorial authority for minor procedural directions was delegated to the Registrar, who will be responsible for the conformance of these directions to the general University policy. (GFC 29 JUN 1981)

	<p>The Registrar was given final editorial authority in regard to the purely descriptive materials in the Calendar (those without regulative force).(GFC 29 JUN 1981)</p> <p>[...]” □</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Elaine Geddes, Associate Dean (Undergraduate Program), Alberta School of Business; Glen Loppnow, Senior Associate Dean (Student Services), Faculty of Science
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (May 20, 2014) – for final approval
Final Approver	GFC Executive Committee

Attachments (each to be numbered 1 - <>):

1. Attachment 1 (pages 1 – 2) – Comparative Table of Proposed Changes to Section 23.9.2 (Academic Regulations/Student Records/Academic History (Transcript) Records) of the University Calendar

Prepared by: Bobbi Schiestel, Faculty Awards Facilitator, Office of the Registrar,
bobbi.schiestel@ualberta.ca

Office of the Registrar
University of Alberta Calendar Changes

Current	Proposed
<p>23.9 Student Records</p> <p><i>No changes until...</i></p> <p>23.9.2 Academic History (Transcript) Records</p> <p>(1) Students should be aware that their academic record (transcript) is a continuing one and that all matters relating to courses, grades, academic standing, and probation will permanently appear on the academic record.</p> <p>(2) Students are responsible for ensuring the accuracy and completeness of their official record by verifying their unofficial transcript on Bear Tracks (https://www.beartracks.ualberta.ca). Students should be aware that only the official academic history (transcript) is retained permanently and that source information from the student file is destroyed seven years after the last registration. Queries regarding errors or omissions in the official academic history (transcript) must be made as soon as possible, and will not be considered after the source information has been destroyed.</p> <p>(3) Official academic history records, called “transcripts” are issued by the Office of the Registrar only upon the request of the student. They are issued to the student personally or to whomever the student designates. An official transcript bears the signature of the Registrar and is printed on security paper.</p> <p>Students and alumni may request transcripts in person at the Student Access Centre, main floor Administration Building. Requests via mail, fax or designate can be completed using the Official Transcript Request form located on the Office of the Registrar website (www.registraroffice.ualberta.ca) or by signed letter. Students or alumni with Bear Tracks access can request their official transcript online at https://www.beartracks.ualberta.ca.</p> <p>(4) The University of Alberta transcript includes the following information for each student record:</p> <ol style="list-style-type: none"> a. student name b. student previous name(s) c. student ID number d. student’s birth month and day e. date of issue of transcript f. degrees and awards granted g. admission status and basis of admission h. credit granted from other institutions or programs i. Faculty and degree program of registration j. course information, including for each course: term, course name, number, title, grade, units of course weight, grade points, class average and class enrolment k. total units of course weight and grade points 	<p>23.9 Student Records</p> <p><i>No changes until...</i></p> <p>23.9.2 Academic History (Transcript) Records</p> <p>(1) Students should be aware that their academic record (transcript) is a continuing one and that all matters relating to courses, grades, academic standing, and probation will permanently appear on the academic record.</p> <p>(2) Students are responsible for ensuring the accuracy and completeness of their official record by verifying their unofficial transcript on Bear Tracks (https://www.beartracks.ualberta.ca). Students should be aware that only the official academic history (transcript) is retained permanently and that source information from the student file is destroyed seven years after the last registration. Queries regarding errors or omissions in the official academic history (transcript) must be made as soon as possible, and will not be considered after the source information has been destroyed.</p> <p>(3) Official academic history records, called “transcripts” are issued by the Office of the Registrar only upon the request of the student. They are issued to the student personally or to whomever the student designates. An official transcript is endorsed by the Registrar and is printed on security paper or alternatively transmitted securely by mutual agreement.</p> <p>Students and alumni may request transcripts in person at the Office of the Registrar, main floor Administration Building. Requests via mail, fax or designate can be completed using the Official Transcript Request form located on the Office of the Registrar website (www.registraroffice.ualberta.ca) or by signed letter. Students or alumni with Bear Tracks access can request their official transcript online at https://www.beartracks.ualberta.ca.</p> <p>(4) The University of Alberta transcript includes the following information for each student record:</p> <ol style="list-style-type: none"> a. student name b. student previous name(s) c. student ID number d. student’s birth month and day e. date of issue of transcript f. degrees and awards granted g. admission status and basis of admission h. credit granted from other institutions or programs i. Faculty and degree program of registration j. course information, including for each course: term, course name, number, title, grade, units of course weight, grade points, class average and class enrolment

Office of the Registrar
University of Alberta Calendar Changes

<p>used to calculate GPA</p> <ul style="list-style-type: none"> l. grade point average calculation m. comments pertaining to academic standing in the program n. withdrawal date, if appropriate o. disciplinary record of suspension or expulsion or rescission/suspension of a degree, if appropriate. <p>(5) For further information regarding grades or GPA, refer to §23.4, Evaluation Procedures and Grading System</p> <p>(6) Units of Course Weight: Course weight is assigned for the purpose of calculating a weighted (grade point) average. A normal course carries a weight of 3.0 and includes three hours of lecture per week for one term. A course weight of 3.0 may be considered as equal to three semester-hours or 4.5 quarter hours. [This information is captured and stored on a database on a per course basis but is not printed on the transcript.]</p> <p>(7) Grade Points: Grade points for undergraduate students are calculated by multiplying the course grade point value by the units of course weight.</p> <p>(8) An unofficial copy of a student's academic history (unofficial transcript) does not bear the Registrar's signature, nor is it printed on security paper. Unofficial copies of a student's academic history are issued in the form of:</p> <ul style="list-style-type: none"> a. Statements of results issued to students at the end of the Fall/Winter or Spring/Summer terms; b. Student's unofficial transcript available on Bear Tracks (https://www.beartracks.ualberta.ca); c. Copies of students' academic history issued to Faculties, departments, or academic advisors as appropriate for consideration for admission, academic standing and promotion and for the academic advisement of students; d. Copies of students' academic history issued at the students' request to other offices or individuals in the University; e. Copies of students' academic history issued to the appropriate administrative office where the adjudication or processing of an award or bursary made through a University scholarship or bursary committee is involved. Administrative offices include the Office of the Registrar, the Scholarship Office of the Faculty of Graduate Studies and Research, and the Student Financial Aid Information Centre. 	<ul style="list-style-type: none"> k. total units of course weight and grade points used to calculate GPA l. grade point average calculation m. comments pertaining to academic standing in the program n. withdrawal date, if appropriate o. disciplinary record of suspension or expulsion or rescission/suspension of a degree, if appropriate. <p>(5) For further information regarding grades or GPA, refer to §23.4, Evaluation Procedures and Grading System</p> <p>(6) Units of Course Weight: Course weight is assigned for the purpose of calculating a weighted (grade point) average. A normal course carries a weight of 3.0 and includes three hours of lecture per week for one term. A course weight of 3.0 may be considered as equal to three semester-hours or 4.5 quarter hours. [This information is captured and stored on a database on a per course basis but is not printed on the transcript.]</p> <p>(7) Grade Points: Grade points for undergraduate students are calculated by multiplying the course grade point value by the units of course weight.</p> <p>(8) An unofficial copy of a student's academic history (unofficial transcript) does not bear the Registrar's signature, nor is it printed on security paper <u>or alternatively transmitted securely by mutual agreement.</u></p> <p>. Unofficial copies of a student's academic history are issued in the form of:</p> <ul style="list-style-type: none"> a. Statements of results issued to students at the end of the Fall/Winter or Spring/Summer terms; b. Student's unofficial transcript available on Bear Tracks (https://www.beartracks.ualberta.ca); c. Copies of students' academic history issued to Faculties, departments, or academic advisors as appropriate for consideration for admission, academic standing and promotion and for the academic advisement of students; d. Copies of students' academic history issued at the students' request to other offices or individuals in the University; e. Copies of students' academic history issued to the appropriate administrative office where the adjudication or processing of an award or bursary made through a University scholarship or bursary committee is involved. Administrative offices include the Office of the Registrar, the Scholarship Office of the Faculty of Graduate Studies and Research, and the Student Financial Aid Information Centre.
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FINAL Item No. 7
OUTLINE OF ISSUE

Agenda Title: **Proposed Parchment Wording for the Bachelor of Science in Environmental and Conservation Sciences (BSc ENCS) Degree Offered in Partnership with Yukon College**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council (GFC), the proposed parchment wording for cohorts of students receiving the Bachelor of Science in Environmental and Conservation Sciences (BSc ENCS) degree in partnership with Yukon College, as submitted by the Office of the Registrar and as set forth in Attachment 1, to take effect upon approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Office of the Registrar
Presenters	Lisa Collins, Vice-Provost and University Registrar; John Kennelly, Dean, Faculty of Agricultural, Life and Environmental Sciences
Subject	Parchment wording for the Bachelor of Science in Environmental and Conservation Sciences (BSc ENCS) in partnership with Yukon College.

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To adjust the wording of the program-specific University parchment to reflect and recognize the unique partnership the University of Alberta has with Yukon College in the BSc ENCS by adjusting the wording on the University parchment for graduates of this program.
The Impact of the Proposal is	To change the University's parchment wording for the cohort of students receiving the BSc ENCS in partnership with the Yukon College.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<p><i>Dare to Discover Values:</i> “[T]o provide an intellectually superior educational environment; integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth[.]”</p> <p><i>Dare to Discover Values:</i> “Pride in our history and traditions, including contributions from Aboriginal people and other groups, that enriches and distinguishes the University.”</p> <p><i>Dare to Discover Cornerstone ‘Connecting Communities’:</i> “Engage with, serve, and draw strength from the diversity of our external communities, in particular Aboriginal, Franco-Albertan, multicultural, rural, and northern communities.”</p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. GFC Executive Committee Terms of Reference (<i>Mandate</i>) states that the GFC Executive Committee may “act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. [...]”</p> <p>2. Routine Matters</p>

FINAL Item No. 7

	<p>Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee.</p> <p>[...]"</p> <p>2. UAPPOL Parchment Procedure:</p> <p>“2. Wording and Language</p> <p>All changes in the wording on parchments will be approved by the Faculty Council and then submitted by the Faculty to the Vice-Provost and University Registrar, who will forward any substantive changes to the General Faculties Council (GFC) Executive Committee for approval.”</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Yukon College (April, 2014); Provost and Vice-President (Academic) (April, 2014); Office of the Registrar (April, 2014); University Governance (April, 2014); Faculty of Native Studies (May, 2014)
Approval Route (Governance) (including meeting dates)	Faculty of Agricultural, Life and Environmental Sciences Council (electronic vote, April, 2014) – for recommendation; GFC Executive Committee (May 20, 2014) – for final approval
Final Approver	GFC Executive Committee

Attachments (each to be numbered 1 - <>):

1. Attachment 1 (page 1): Sample Parchment
2. Attachment 2 (page 1): Background Information

Prepared by: Nat Kav, Associate Dean (Academic), Faculty of Agricultural, Life and Environmental Sciences, nat.kav@ualberta.ca, and Lisa Collins, Vice-Provost and University Registrar, lisa.collins@ualberta.ca

UNIVERSITY OF ALBERTA

Certifies by this document to all whom it may concern that

[STUDENT NAME]

*having completed all the statutory requirements of the program offered
in partnership with Yukon College has been granted the degree of*

BACHELOR OF SCIENCE IN ENVIRONMENTAL AND CONSERVATION SCIENCES

and awarded all the rights and privileges pertaining to this degree.

*Given at this university on the third day of June, two thousand and fourteen
in the one hundred and seventh year of the University of Alberta.*

CHANCELLOR

PRESIDENT

COAT OF
ARMS

CHAIR BOARD OF GOVERNORS

REGISTRAR

Background Information:

The Environmental and Conservation Sciences (ENCS) Program at the University of Alberta offers an interdisciplinary curriculum that integrates natural and social sciences as related to environmental issues. The University of Alberta, jointly with Yukon College, has been offering a collaboratively planned and delivered Bachelor of Science degree in ENCS with strong foundations in northern and Native Studies, comprised of Years 3 and 4 of the ENCS program. In 2013, a new Northern Systems major was approved for this program, in recognition of its unique needs. The program is being delivered as a collaborative project between the Faculty of Agricultural, Life and Environmental Sciences (ALES), the Faculty of Native Studies, University of Alberta, and the Faculty of Applied Science and Management, Yukon College.

Canada's North continues to experience unprecedented rates of change in environmental, social and economic conditions, as a result of climate change, new governance structures, and accelerated industrial and infrastructure development, among other factors. This creates many challenges for northern communities, for management of northern resources, and for maintenance of northern values. There is a need to invest in capacity-building among northerners to respond to the rapid environmental and social changes affecting the North. However, there are currently no universities in the North, which hampers the ability of northerners to access advanced education and training, particularly with respect to content and delivery that is socially and environmentally relevant. In response to these unique needs, Yukon College and the University of Alberta established a cooperative working relationship to offer students in northern Canada increased access to post-secondary learning opportunities in or near their home communities.

This collaborative program is truly unique within the University of Alberta because of the integral northern partnership, and unique in Canada because this is the first time a Canadian University has offered a BSc program North of 60. The first student to have the distinction of being granted a BSc delivered North of 60 graduated in 2013 from the BSc ENCS program offered in partnership with Yukon College. In 2014, we anticipate that an additional nine students will receive their BSc ENCS degree. Yukon College has committed to providing all required support to ensure that this collaborative program is successful, including development and delivery of curriculum unique to the Northern Systems major.

The University of Alberta has a unique opportunity to recognize the value of this collaboration with Yukon College by issuing a degree parchment which specifically identifies Yukon College as a partner. Such recognition will go a long distance with respect to maintaining and furthering our relations with both Yukon College as well as the people of the North. We sincerely hope that this recognition can be added to the University of Alberta degree parchment in respect of this unique partnership.

FINAL Item No. 8

OUTLINE OF ISSUE

Agenda Title: **Proposed Bachelor of Science (BSc) in Nursing - Post RN (Registered Nurse) Degree Program Termination**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council (GFC), the proposal for termination of the Bachelor of Science (BSc) in Nursing - Post RN (Registered Nurse) Degree Program, as submitted by the Faculty of Nursing and set forth in Attachment 1, to take effect January 1, 2015.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Faculty of Nursing
Presenter	Joanne Profetto-McGrath, Acting Dean, Faculty of Nursing
Subject	Proposed Termination of the Bachelor of Science (BSc) in Nursing - Post RN (Registered Nurse) Degree Program

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To terminate the above-noted degree program. Admissions/transfer to the BSc in Nursing - Post RN program have been suspended since September 1, 2011.
The Impact of the Proposal is	That entrance to the BScN - Post RN program was suspended as of September 1, 2011. The remaining students will complete the program in Fall Term 2014 so the program can then be terminated, effective January 1, 2015.
Replaces/Revises (eg, policies, resolutions)	Will require revisions to the University Calendar to denote this program is no longer offered by the University of Alberta.
Timeline/Implementation Date	January 1, 2015.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	<p>At its June 18, 2009 meeting, the GFC Academic Standards Committee (ASC) approved the following Motion under delegated authority from General Faculties Council (GFC): "THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, suspension of admissions/transfer to the Bachelor of Science (BSc) in Nursing-Post RN Degree Program, as submitted by the Faculty of Nursing, to be effective 2011-2012."</p> <p>According to Ministry (ie, Innovation and Advanced Education (IAE)) definitions (see below), this nursing program is considered a second-level specialization.</p> <p>In certain cases, Ministry approval is required for suspensions and terminations. The Ministry is only concerned with what it deems to be "first-level specializations." It is not concerned with "second-level specializations."</p> <p>➤ First-level specializations are often defined as the major disciplines that are recognized in a university and that are used to organize departments. Examples of first level specializations for a Bachelor of Science degree are <i>Biological Sciences</i>, <i>Oncology</i>, <i>Physics</i> and <i>Public Health Sciences</i>. First-level specializations are also listed</p>

FINAL Item No. 8

	<p>within the Provider and Program Registry System (PaPRS). Ministerial approval to suspend these programs is required.</p> <p>Second-level specializations are the University's specializations that fall within each discipline. Examples of second-level specializations in Physics (first-level specialization or discipline) are <i>Geophysics</i> and <i>Medical Physics</i>. These second-level specializations do not appear in the Ministry's program system, and ministerial approval is not required.</p>
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Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> and <i>Dare to Deliver</i>
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): The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)). Section 26(1)(b) provides that GFC consider and make decisions on the reports of the Faculty Councils at to the programs of study in the Faculties. GFC has thus established an Academic Planning Committee (GFC APC), as set out in the Committee's GFC-approved Bylaws.</p> <p>2. GFC Academic Planning Committee's (APC's) Terms of Reference: According to GFC APC's Terms of Reference (Section 3.8.b), the Committee is "[t]o recommend to GFC on the termination of academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions."</p> <p>3. GFC Executive Committee Terms of Reference state:</p> <p>"3. Mandate of the Committee To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (GFC 08 SEP 1966) (GFC 12 FEB 1996)</p> <p>1. Urgent Matters The power to deal with any matters that cannot be deferred is delegated to the Executive Committee which shall determine which matters are to be considered urgent. (GFC 09 AUG 1966)</p> <p>2. Routine Matters Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee. (GFC 08 SEP 1966)"</p>

Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	<ul style="list-style-type: none"> • Those in attendance of the Faculty of Nursing Council meeting of October 9, 2008, including representatives from the College and Association of Registered Nurses of Alberta (CARNA) and (the former) Capital Health; • Representatives from (the former) Grant MacEwan Community College (GMCC) (now MacEwan University), Grande Prairie Regional College (GPRC), Red Deer College (RDC), and Keyano College were informed of the possibility of phasing out of the program through e-mail dated February 22, 2008 but did not see
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FINAL Item No. 8

	the proposal; • Vice-Provost (Academic Programs and Instruction) and Vice-Provost and University Registrar (consultation), June 10, 2009
Approval Route (Governance) (including meeting dates)	GFC Academic Planning Committee (April 23, 2014) – for recommendation; GFC Executive Committee (May 20, 2014) – for final approval
Final Approver	GFC Executive Committee (acting under delegated authority)

Attachments (each to be numbered 1 - <>):

1. Attachment 1 (pages 1 – 9) – Proposal for the Termination of the Bachelor of Science - Post RN (Registered Nurse) Degree Program (with Attendant Calendar Copy)

Prepared by: Garry Bodnar, University Governance, garry.bodnar@ualberta.ca, 2-4733

Program Approval Template A

Program changes are essential to program viability and maintenance of program quality and service to both the student and society. They flow from institutional vigilance and continued review of the needs of society and students. They are also carefully monitored for quality through established institutional processes (see *Quality Assurance at Alberta's Universities*).

This template is a common form that will be used for central vetting and approval at Alberta's public universities, and then submitted to Alberta Advanced Education for approval, in some cases after consultation with the Campus Alberta Quality Council (CAQC). Both reserve the right to ask for further information or clarification. (Note that individual universities have been permitted to develop their own version of the Template, which may list additional questions after the set of common ones.).

This Template applies to

- D Program requirement FLE (full-load equivalents) and load weight changes above 5%
- D Major/specialization title changes (eg, History to Historical Studies)
- D Minor degree title changes (eg, BSc Nutrition to BSc Nutritional Science)
- X Short-term suspensions (note: add an enrolment projection table) (Effective September 1, 2011)
- X Terminations (note: add an enrolment projection table) (Effective January 1, 2015)
- D For-credit certificate and diploma changes

Basic Information

1. Title of the program: Bachelor of Science in Nursing (BScN) Post RN Program
2. Proposed start date: Suspension September 1, 2011
3. Length of the program (years): The curriculum is designed to be taken over one year. With approval, students have three years from the time of admission to complete the requirements for this program
4. University and academic unit: University of Alberta, Faculty of Nursing
5. Collaborating partners at other institutions: Red Deer Regional College and Grande Prairie Regional College
6. Contact person, with telephone number and e-mail address: Dr. Joanne Olson, 780-492-6252, joanne.olson@ualberta.ca
7. Completed/proposed approval path: Faculty Nursing Council, Academic Standards Committee (ASC), Academic Planning Committee (APC), General Faculties Council (GFC), Board Learning & Discovery Committee (BLDC) and Board of Governors.
8. Attach proposed program and course University Calendar changes and other supporting documentation. See attachments to Outline of Issue.

Program Impact and Rationale

9. Describe the nature of the change.

Entrance to the BScN Post RN program will be suspended as of September 1, 2011 and the program will be terminated effective January 1, 2015. The last cohort of students will enter the Program in Winter term 2011. This will provide one year to communicate the intention for suspension to any diploma-prepared RNs who wish to earn a UofA baccalaureate degree. Once the program is suspended, the students would have three years to complete their degree, consistent with the regulations stipulated in the UofA Calendar for the Program. Over the transition period, the Faculty of Nursing would attempt to streamline course offerings by incorporating Post RN students into courses delivered as part of other program streams. The guiding principle in these decisions would be maintaining the identity of the Post RN student.

10. What is the rationale for the proposed change?

The Alberta Government through the *Health Professions Act* has changed the requirements for a registered nurse from a diploma in nursing to a baccalaureate degree in nursing from an approved nursing program undertaken in Alberta on and after January 1, 2010 (Section 3(1), Alberta Regulation 232/2005)

In addition, over the past five years, program demand, program enrolment and the proportion of diploma-prepared RNs in the Alberta workforce has declined substantially.

Percent Diploma- and Baccalaureate-prepared nurses in the Alberta workforce

	2003	2004	2005	2006	2007	2008
Diploma	61	59.2	57.6	55.5	52.2	50.2
Degree	36	37.6	39.4	41.4	44.6	46.2
Total	97%	97%	97%	97%	97%	96%

Data from College and Association of Registered Nurses of Alberta

There is a declining trend of admissions to Post RN programs across the three western Canadian provinces. Already the University of British Columbia and the University of Calgary have terminated their Post RN programs.

Post RN Baccalaureate Programs – Admissions 2002-2007 by academic year in Western Provinces

Admissions	Canada	SK	AB	BC
2002-2003	2,409	189	629	550
2003-2004	1,918	92	574	89
2004-2005	2,539	100	282	504
2005-2006	2,493	130	203	107
2006-2007	2,438	167	157	75

Data from Canadian Nurses Association: Nursing Education Statistics 2006-2007

11. Provide the expected enrolment (or other) impact on the academic unit(s) offering the program and other affected units if applicable. Include current enrolment.

Demand for the program at the UofA campus, as measured by the number of applications received, decreased by 59% over the past five years. This translated into a 19% decrease in enrolment (FTE) and a 25% decrease in the total number of students registered in courses. (The discrepancy is due to the high proportion of students who choose to study part time.) The number of degrees granted increased, but appears to have peaked two years ago and will likely continue to decline given the downward trend in enrolment.

Program trends over the past five years

	2003	2004	2005	2006	2007	% Change
Admissions						
Applications Received	168	156	122	51	69	-59%
Enrolment		241	172	158	95	-61%
FT Students	25	20	11	13	19	-24%
PT Students	97	86	67	72	73	-25%
Total Students	122	106	78	85	92	-25%
FTE	67	57	37	42	54	-19%
Degrees granted (graduates)	42	47	60	55	59	40%

Data from UofA Databooks, UofA Office of Strategic Analysis and FON Council reports

BScN Post RN students comprised 3.3% of total on-campus enrolment in undergraduate nursing programs in 2007/08; i.e., 54 out of 1613 student FTE

Enrolment Table

Proposed Enrolment	2008-09	2009-10	2010-11	2011-12
• Total Full-Time head count	n/a	n/a	n/a	n/a
• Total Part-Time head count	104	55	55	55
• Total FLE	25	25	25	25
• Anticipated Number of Graduates	30	30	30	30

12.

a) Do you anticipate an enrolment (or other) impact on programs at other institutions or regulatory bodies?

Yes, potentially there may be an increase at Athabasca University and other out of province distance education institutions. We have consulted with leaders in nursing programs at Athabasca University and they are supportive of our decision to terminate this program.

b) Describe any consultations that have occurred with other institutions and professional organizations.

A report on the *Exploration of the Future of the BScN Post RN Program (Faculty of Nursing)* was compiled by Laura Querengesser on behalf of the BScN Post RN Future Direction Advisory Committee and presented at FON Council October 9, 2008. The goal of the committee was to determine anticipated future demand for the Program, the benefit of the UofA program to students and employers, and the cost to the UofA FON of offering the Program. Evidence was collected from students, employers, CARNA, and UofA data sources.

All health regions in Northern Alberta were surveyed through a phone interview. Employers place a high value on baccalaureate-prepared RNs and indicate that there is a need for at least one nursing education institution in Alberta to continue to offer a post-RN baccalaureate program. The health region employers noted that the number of students may not warrant delivery of the program by multiple institutions and that the program does not necessarily need to be delivered through the UofA.

Alberta Health and Wellness Health Workforce Division (ADM Glenn Monteith) was consulted in regards to the phase out of the Post RN program. The ADM supported the idea as long as the “seats” were transferred to another nursing program and indicated that resources be devoted to preparing graduates who would become “new” RNs rather than re-qualifying existing RNs.

13. Are there any resource implications (budget, information technology (IT), library (Library Impact Statement), laboratory, space, student services, administrative services (eg, Registrar’s Office) for the proposed change? If so, please provide detail and evidence of consultation with affected unit(s) and/or appropriate University officers/committees.

For the 2008/09 budget year, the UofA FON expends approximately 4% of its undergraduate instructor budget on the BScN Post RN program while Post RN students account for 3.3% of all “on-campus” undergraduate enrolment in nursing programs.

The following is a breakdown of Faculty of Nursing Expenditure (derived from 2008/09 analysis of undergraduate teaching requirements prepared by Peter Noden).

Instruction: The BScN Post RN Program consumes 4.0% of the undergraduate instructor budget (5.0 FTE instructors out of the 124.5 instructor FTE required to deliver all on-campus FON undergraduate programs).

Non-clinical instruction: 3.5 instructor FTE out of a total 28.5 instructor FTE for all undergraduate programs; i.e., the Post RN program consumes 12.3% of the non-clinical instruction budget.

Clinical instruction: 1.5 instructor FTE out of 96.0 instructor FTE for all undergraduate programs; i.e., the Post RN program consumes 1.6% of the clinical instruction budget.

Teaching release for administration: BScN Post RN Coordinator costs \$20,250 in teaching release annually.

The FON expects resources being freed as a consequence of the program’s termination which will be reallocated to other nursing programs.

**Faculty of Nursing
Course and Program Changes
For the 2015-2016 University
Calendar**

CURRENT					
12.7 Admission and Readmission Deadlines					
Nursing					
	Admission		Readmission		Other Requirements
	Application	Documents	Application	Documents	
BScN (Post RN)					
Fall Term	No-admission		February 1	June 15	
Winter Term	No-admission		Previous-students-- October 15	November 15	
Spring/Summer	No-admission		Previous-students-- March 1	March 1	
Contact the Faculty prior to applying.					

<p>CURRENT</p> <p>13.1 Programs of Study</p> <p>Faculty of Nursing</p> <table style="width: 100%;"> <tr> <td>BScN (Collaborative)</td> <td style="text-align: right;">4</td> </tr> <tr> <td>BScN Bilingual (taught in English and French)</td> <td style="text-align: right;">4</td> </tr> <tr> <td>BScN (After Degree)</td> <td style="text-align: right;">2</td> </tr> <tr> <td>BScN (Post RN program)</td> <td style="text-align: right;">2</td> </tr> <tr> <td>BScN Honors</td> <td style="text-align: right;">1 + 3</td> </tr> <tr> <td>BScN (RPN to BScN program)</td> <td style="text-align: right;">2.75 or (1 + 2)</td> </tr> </table> <p>15.11.4 BSc in Nursing--Post RN Degree Program</p> <p>—This program is for Registered Nurses who have graduated from an approved diploma program and are eligible for registration in Alberta.</p> <p>—The Faculty of Nursing will not admit to the BScN Post RN Program starting September 1, 2011. Contact the Faculty of Nursing for information regarding readmission.</p> <p>Requirements</p> <p>(1) Graduation from a diploma nursing program.</p> <p>(2) A minimum GPA of 2.0 in the above program.</p> <p>(3) Proof of active registration in the College and Association of Registered Nurses of Alberta (CARNA) as a Registered Nurse or a Graduate Nurse on a temporary permit. Foreign students must provide evidence of graduation from a general nursing program considered equivalent by the CARNA to an approved School of Nursing in Alberta at the time the program was taken and active registration in the CARNA as a Registered</p>	BScN (Collaborative)	4	BScN Bilingual (taught in English and French)	4	BScN (After Degree)	2	BScN (Post RN program)	2	BScN Honors	1 + 3	BScN (RPN to BScN program)	2.75 or (1 + 2)	<p>PROPOSED</p> <p>13.1 Programs of Study</p> <p>Faculty of Nursing</p> <table style="width: 100%;"> <tr> <td>BScN (Collaborative)</td> <td style="text-align: right;">4</td> </tr> <tr> <td>BScN Bilingual (taught in English and French)</td> <td style="text-align: right;">4</td> </tr> <tr> <td>BScN (After Degree)</td> <td style="text-align: right;">2</td> </tr> <tr> <td>BScN Honors</td> <td style="text-align: right;">1 + 3</td> </tr> <tr> <td>BScN (RPN to BScN program)</td> <td style="text-align: right;">2.75 or (1 + 2)</td> </tr> </table>	BScN (Collaborative)	4	BScN Bilingual (taught in English and French)	4	BScN (After Degree)	2	BScN Honors	1 + 3	BScN (RPN to BScN program)	2.75 or (1 + 2)
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BScN (RPN to BScN program)	2.75 or (1 + 2)																						

<p>Nurse or a Graduate Nurse on a temporary permit.</p> <p>(4) Proof that the applicant has worked the equivalent of full-time hours as a registered nurse for a minimum of 12 months (not necessarily consecutive, i.e. 1,920 hours) since graduation from the nursing diploma program.</p> <p>(5) Official transcripts of</p> <ul style="list-style-type: none">a. A diploma nursing program,b. Any other postsecondary education taken. <p>— Note: Admission to the Post-RN degree program from another University or Faculty is based on assessment of the applicant's previous achievement by the Faculty of Nursing Admissions Committee.</p>	
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**Faculty of Nursing
Course and Program Changes
For the 2015-2016 University
Calendar**

CURRENT	PROPOSED
<p>133.2 Academic Standing and Graduation (No changes until...)</p> <p>(2) Health and Safety Requirements (no changes until...)</p> <p>c. Immunization: To ensure, insofar as possible, both student and patient safety, the Faculty requires immunization against, or proof of immunity to, poliomyelitis, diphtheria, tetanus, measles, mumps, rubella, and hepatitis B. As well, varicella screening and a two-step tuberculin skin test is required in the first year of the program and should be performed by the University Health Centre. The Alberta Public Health Act - Communicable Disease Regulation (1985) states: "All staff of day care facilities and persons with face to face contact with patients in a health care facility shall ensure they are immunized against Rubella." Students in the BScN Collaborative Program, the BScN-After Degree Program, the BScN Post RN Program, and the Registered Psychiatric Nurse (RPN) to BScN Program must have their immunization status reviewed by the University Health Centre upon acceptance to the nursing program. Students in the BScN Bilingual Program must have their immunization status reviewed by the University Health Centre during Spring Session of Year 1.</p> <p>(No changes until...)</p> <p>(8) Graduation Requirements:</p> <p>a. For students in the BScN - Collaborative Program, BScN – Bilingual Program, or the BScN - After Degree Program, a minimum GPA of 2.0 is required on the last *60. (If *60 requires including another term or terms, the best results from this term or terms are included. Failing results are not included in the calculation of the graduation GPA.).</p> <p>b. For students in the BScN - Post RN Degree Program, a minimum GPA of 2.0 is required on the last *23. (If *23 requires including another term or terms, the best results from this term or terms are included. Failing results are not included in the calculation of the graduation GPA.). For students admitted to the program between 1995 and 2001, a minimum GPA of 2.0 is required on the last *50. (If *50 requires including another term or terms, the best results from this term or terms are included. Failing results are not included in the calculation.).</p>	<p>133.2 Academic Standing and Graduation (No changes until...)</p> <p>(2) Health and Safety Requirements (no changes until...)</p> <p>c. Immunization: To ensure, insofar as possible, both student and patient safety, the Faculty requires immunization against, or proof of immunity to, poliomyelitis, diphtheria, tetanus, measles, mumps, rubella, and hepatitis B. As well, varicella screening and a two-step tuberculin skin test is required in the first year of the program and should be performed by the University Health Centre. The Alberta Public Health Act - Communicable Disease Regulation (1985) states: "All staff of day care facilities and persons with face to face contact with patients in a health care facility shall ensure they are immunized against Rubella." Students in the BScN Collaborative Program, the BScN-After Degree Program, and the Registered Psychiatric Nurse (RPN) to BScN Program must have their immunization status reviewed by the University Health Centre upon acceptance to the nursing program. Students in the BScN Bilingual Program must have their immunization status reviewed by the University Health Centre during Spring Session of Year 1.</p> <p>(No changes until...)</p> <p>(8) Graduation Requirements:</p> <p>a. For students in the BScN - Collaborative Program, BScN – Bilingual Program, or the BScN - After Degree Program, a minimum GPA of 2.0 is required on the last *60. (If *60 requires including another term or terms, the best results from this term or terms are included. Failing results are not included in the calculation of the graduation GPA.).</p> <p>b. For students in the Registered Psychiatric Nurse (RPN) to BScN Program a minimum GPA of 2.0 is required on the last *36 taken.</p>

- e. For students in the Registered Psychiatric Nurse (RPN) to BScN Program a minimum GPA of 2.0 is required on the last *36 taken.

134.4 BScN—Post RN Program

134.4.1 General Information

~~—This program is for Registered Nurses who have graduated from an approved diploma program and who are eligible for registration in Alberta. To be admitted to this program, all applicants must have proof of having worked the equivalent of full-time hours as a registered nurse for a minimum of 12 months (not necessarily consecutive, i.e., 1,920 hours) since graduation from the nursing diploma program.~~

~~—The Faculty of Nursing will not admit to the BScN Post RN Program starting September 1, 2011. Contact the Faculty of Nursing for information regarding readmission.~~

- ~~(1) The curriculum is designed to be taken over one year. Application for an extension to the program must be submitted to the Student Advisor. With approval, students have three years from the time of admission to complete the requirements for this program.~~
- ~~(2) Students are responsible for the completeness and accuracy of their registrations. Particular care should be exercised regarding prerequisite courses.~~
- ~~(3) Placements can be made anywhere in the greater Edmonton area (Devon, Fort Saskatchewan, Leduc, Morinville, St Albert, Sherwood Park, Spruce Grove and Stony Plain) or as far away as 150 kilometers. Students are responsible for their transportation to practice placements and for the costs of travel and accommodations.~~
- ~~(4) Students must have a lab coat.~~

134.4.2 Course Sequence

Fall Term

~~NURS 415 (*5) (see Note 1)
NURS 468 (*4)
NURS 470 (*5)
STAT (*3)~~

Winter Term

~~NURS 301 (*3)
NURS 410 (*3) or 409 (*3)
NURS 475 (*7) or 492 (*7) (see Note 2)
Two courses from the following (see Note 3):
ENGL (*3) or Elective (*3)
PHIL (*3)
POLS (*3)~~

Spring/Summer

~~NURS 492 (*7) (see Note 2)
Complete remaining requirements from the following~~

~~(see Note 3):~~

~~ENGL (*3) or Elective (*3)~~

~~PHIL (*3)~~

~~POLS (*3)~~

Notes

- ~~(1) NURS 415 is a pre- or corequisite for NURS-301, 410 and 470; prerequisite for NURS 475.~~
- ~~(2) All students must take one clinical course. Students must take NURS 475 unless they can demonstrate that they have met the requirements of this community nursing clinical course. If they have met these requirements they must take NURS 492. Students who need to take NURS 475 but would also like to take NURS 492 can select it as a senior elective in Spring/Summer.~~
- ~~(3) All students must take political science (*3), philosophy (*3), and English (*3). Students who obtained credits for English in their nursing diploma program must take an elective instead.~~

OUTLINE OF ISSUE

Agenda Title: **Electronic Universal Student Ratings of Instruction (eUSRI) System – Proposed Revisions to Section 111.3 (Teaching and Learning and Teaching Evaluation/Universal Student Ratings of Instruction) of the GFC Policy Manual**

Motion: THAT the GFC Executive Committee recommend to General Faculties Council (GFC) proposed revisions to Section 111.3 (Teaching and Learning and Teaching Evaluation/Universal Student Ratings of Instruction) of the GFC Policy Manual, as submitted by the Acting Vice-Provost and Associate Vice-President (Information Technology) and set forth in Attachment 1, to take effect upon final approval.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Provost and Vice-President (Academic)
Presenters	Scott Delinger, Information Technology Strategic Initiatives Officer, Office of the Provost and Vice-President (Academic); Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)
Subject	Electronic delivery of the Universal Student Ratings of Instruction (USRI) and proposed changes to Section 111.3 of the GFC Policy Manual to accommodate such delivery

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To introduce the use of electronic delivery of the USRI <i>via</i> proposed changes to GFC Policy Manual Section 111.3 (Teaching and Learning and Teaching Evaluation/Universal Student Ratings of Instruction).
The Impact of the Proposal is	Upon approval, the eUSRI system will be the only method by which the USRI evaluation tool is delivered.
Replaces/Revises (eg, policies, resolutions)	GFC Policy Manual Section 111.3.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	<p>At its February 1, 2012 meeting, GFC CLE considered, at the request of the then-Vice Provost and Associate Vice-President (Information Technology), Jonathan Schaeffer, the possibility of moving course/teaching evaluations online. Following discussion at that meeting, members approved the following Motion: "THAT the GFC Committee on the Learning Environment agree to form immediately a working group responsible for providing a series of recommendations with regard to the possible implementation of on-line course and teaching evaluations, with the working group so struck to be supported by the Office of the Vice-Provost and Associate Vice-President (Information Technology) and with the working group's recommendations to be considered in the first instance by the GFC Committee on the Learning Environment."</p> <p>In the interceding two years, a series of pilot projects regarding the deployment of eUSRI were conducted by the Office of the Vice-Provost and Associate Vice-President (Information Technology), and regular</p>

	updates on this initiative were provided to GFC CLE by the Vice-Provost's representative on this committee.
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Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> and <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. The <i>Post-Secondary Learning Act (PSLA)</i>, Section 26(1), gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs.” GFC has thus established, amongst other standing committees, a Committee on the Learning Environment (CLE) and an Executive Committee.</p> <p>2. GFC Committee on the Learning Environment (CLE) Terms of Reference: Section 3 (<i>Mandate of the Committee</i>): “The Committee on the Learning Environment is a standing committee of the General Faculties Council that promotes an optimal learning environment in alignment with guiding documents of the University of Alberta.</p> <p>The Committee on the Learning Environment is responsible for making recommendations concerning policy matters and action matters with respect to the following:</p> <p>[...]</p> <p>b) To review and, as necessary, recommend to the GFC Academic Planning Committee and GFC Executive Committee as relates to the development and implementation of policies on teaching, learning, teaching evaluation, and recognition for teaching that promote the University Academic Plan.</p> <p>c) To develop policies that promote ongoing assessment of teaching and learning through all Faculties and units.</p> <p>d) To nurture the development of innovative and creative teaching practices.</p> <p>e) To encourage the sharing and discussion of evidence about effective teaching and learning.</p> <p>[...]</p> <p>h) To consider any matter deemed by the GFC Committee on the Learning Environment to be within the purview of its general responsibility.</p> <p>Notwithstanding anything to the contrary in the terms of reference above, the General Faculties Council has delegated to the Committee on the Learning Environment the following powers and authority:</p> <p>To recommend to the GFC Academic Planning Committee and to the GFC Executive Committee broad policy directions for excellence in teaching and learning.”</p> <p>3. GFC Executive Committee Terms of Reference (Section 3./Mandate of the Committee): “To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (GFC 08 SEP 1966) (GFC 12 FEB 1996)</p>

	<p>[...]</p> <p>5. Agendas of General Faculties Council</p> <p>GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]</p> <p>With respect to recommendations from other bodies and other GFC committees, [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.</p> <p>[...]”</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	<p><u>Discussion:</u> GFC Committee on the Learning Environment; Vice-Provosts’ Council; Deans’ Council; Students’ Union; Graduate Students’ Association; Association of Academic Staff of the University of Alberta</p>
Approval Route (Governance) (including meeting dates)	<p>GFC Committee on the Learning Environment (for recommendation) – May 7, 2014; GFC Executive Committee (for recommendation to GFC) – May 20, 2014; General Faculties Council (for final approval, if recommended to Council by the GFC Executive Committee) – Fall, 2014 (date to be determined)</p>
Final Approver	General Faculties Council

Attachments (each to be numbered 1 - <>):

- Attachment 1 (pages 1 – 7): Electronic Universal Student Ratings of Instruction (eUSRI) System – Proposed Revisions to Section 111.3 (Teaching and Learning and Teaching Evaluation/Universal Student Ratings of Instruction) of the GFC Policy Manual (Comparative Table)

Prepared by: Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic), kathleen.brough@ualberta.ca

**GFC Policy Manual Section 111.3
Proposed Changes**

Current Text	Proposed Changes
<p>111.3 Universal Student Ratings of Instruction</p> <p>In recognition of the University's commitment to teaching, the General Faculties Council endorses a system of Universal Student Ratings of Instruction. This system, however, is only one part of the multi-faceted approach described in Section 111.2. (GFC 09 JUN 1995) (GFC 24 NOV 1997) (EXEC 29 MAR 1999)</p> <p>The Universal Student Ratings of Instruction are designed to provide a minimal university-wide base of information on student ratings to the parties listed in this Section. With this purpose in mind, the General Faculties Council adopts the following policies: (GFC 24 NOV 1997)</p>	<p>111.3 Universal Student Ratings of Instruction</p> <p>In recognition of the University's commitment to teaching, the General Faculties Council endorses a system of Universal Student Ratings of Instruction. This system, however, is only one part of the multi-faceted approach described in Section 111.2. (GFC 09 JUN 1995) (GFC 24 NOV 1997) (EXEC 29 MAR 1999)</p> <p><u>The Universal Student Ratings of Instruction are administered electronically via a system known as the eUSRI system.</u></p> <p>The Universal Student Ratings of Instruction are designed to provide a minimal university-wide base of information on student ratings to the parties listed in this Section. With this purpose in mind, the General Faculties Council adopts the following policies: (GFC 24 NOV 1997)</p>
<p>A. All Faculties shall ensure that evaluation of all instructors and courses shall take place each time a course is offered. The term 'instructors' is meant to include tenured professors, tenure-track professors, sessional instructors, clinical instructors, field supervisors and graduate teaching assistants with responsibilities for courses. The term 'course' is meant to include undergraduate and graduate courses, laboratory courses, non-degree courses, seminars, clinical supervision courses, and reading or directed study courses. With the exceptions noted in Section 111.3.B, the assessment shall include the Universal Student Ratings of Instruction as set out below.</p>	<p>A. All Faculties <u>will</u> ensure that evaluation of all instructors and courses <u>will</u> take place each time a course is offered. The term 'instructors' is meant to include tenured professors, tenure-track professors, sessional instructors, clinical instructors, field supervisors and graduate teaching assistants with responsibilities for courses. The term 'course' is meant to include undergraduate and graduate courses, laboratory courses, non-degree courses, seminars, clinical supervision courses, and reading or directed study courses. With the exceptions noted in Section 111.3.B, the assessment <u>will</u> include the Universal Student Ratings of Instruction as set out below.</p>
<p>B. The Universal Student Ratings of Instruction shall be modified in the following circumstances:</p> <p>i. courses with between four and nine registered students shall use a department or Faculty developed questionnaire with non-scored questions, such as:</p> <p>a) comments on the quality of this course; b) suggestions for improving this course; c) comments on the quality of instruction in this</p>	<p>B. The Universal Student Ratings of Instruction <u>will</u> be modified in the following circumstances:</p> <p>i. courses with between four and nine registered students <u>will</u> use a department or Faculty developed questionnaire, <u>which may be administered via the eUSRI system</u>, with non-scored questions, such as:</p> <p>a) comments on the quality of this course; b) suggestions for improving this course; c) comments on the quality of instruction in this</p>

<p>course; d) suggestions for improving the instruction in this course. (EXEC 29 MAR 1999)</p> <p>ii. courses with multiple instructors shall use a modified Universal Student Ratings of Instruction questionnaire that will include one set of course-related questions for the entire course and one set of instructor-related questions for each instructor who has taught the equivalent of twenty percent or more of the course. If no instructor is responsible for at least twenty percent of the course, only course-related questions should be used on the questionnaire. (EXEC 29 MAR 1999)</p> <p>iii. in courses with fewer than four registered students or courses such as alternate delivery style courses, the Chair, Director or Dean shall arrange for an alternate method of obtaining student feedback. Such methods could include student course or program exit interviews with the Chair, Director or Dean; or other appropriate means. (EXEC 29 MAR 1999)</p>	<p>course; d) suggestions for improving the instruction in this course. (EXEC 29 MAR 1999)</p> <p>ii. courses with multiple instructors <u>will</u> use a modified Universal Student Ratings of Instruction questionnaire that will include one set of course-related questions for the entire course and one set of instructor-related questions for each instructor who has taught the equivalent of twenty percent or more of the course. If no instructor is responsible for at least twenty percent of the course, only course-related questions should be used on the questionnaire. (EXEC 29 MAR 1999)</p> <p>iii. in courses with fewer than four registered students or courses such as alternate delivery style courses, the Chair, Director or Dean <u>will</u> arrange for an alternate method of obtaining student feedback. Such methods could include student course or program exit interviews with the Chair, Director or Dean; or <u>a department or Faculty developed questionnaire, which may be administered via the eUSRI system, with non-scored questions as described in point i. above.</u> (EXEC 29 MAR 1999)</p>
<p>C. The Universal Student Ratings of Instruction shall take the form of a questionnaire. The following statement of purpose shall be included at the beginning of the questionnaire:</p> <p>The University of Alberta would appreciate your careful completion of this questionnaire. The results help instructors and departments or faculties to initiate constructive change in curriculum and instruction. In addition, the results are one important factor in decisions affecting the career of your instructor. The numerical summaries for the ten questions listed below are available through the Students' Union and the Graduate Students' Association.</p> <p>To protect the anonymity of students, their responses written comments will be typed where the Chair, Director or Dean deems it advisable. Students who are concerned about the anonymity of their responses should submit their typewritten comments within five working days of the assessment done in class to the Chair, Director or Dean, making sure to note the course number, section and name of the instructor. (GFC 24 NOV 1997)</p>	<p>C. The Universal Student Ratings of Instruction <u>will</u> take the form of a questionnaire. The following statement of purpose <u>will</u> be included at the beginning of the questionnaire:</p> <p>The University of Alberta would appreciate your careful completion of this questionnaire. The results help instructors and departments or faculties to initiate constructive change in curriculum and instruction. In addition, the results are one important factor in decisions affecting the career of your instructor. The numerical summaries for the ten questions listed below are available through the Students' Union and the Graduate Students' Association.</p> <p><u>The eUSRI system will be accessible only by CCID and students' anonymity will be protected.</u> Students who are concerned about the anonymity of their responses should submit their typewritten comments within <u>the period for which eUSRI is available</u> to the Chair, Director or Dean, making sure to note the course number, section and name of the instructor. (GFC 24 NOV 1997)</p>

<p>Questions about this questionnaire should be addressed to your Chair, Director or Dean.</p>	<p>Questions about this questionnaire should be addressed to your Chair, Director or Dean.</p>
<p>D. The anonymity of student responses to the Universal Student Ratings of Instruction is of fundamental importance in maintaining student confidentiality and encouraging the free expression of views. Under normal circumstances, the anonymity of students shall be protected. Universal Student Ratings of Instruction offer an avenue of feedback, including feedback critical of instructors. It is understood that it is a normal feature of criticism that it may be regarded as offensive and/or unjustified, and that such characteristics would not justify a departure from the normal rules pertaining to confidentiality and anonymity. (GFC 28 FEB 2000)</p> <p>However, the University has a parallel duty to protect the safety (physical or mental) of members of the University community. If a Department Chair has concerns for the safety of faculty, staff or students, arising from statements that are part of a Universal Student Rating of Instruction, the Chair shall consult with the Dean of the Faculty. If the Dean believes that there is a valid concern for safety, he or she may recommend to the Provost and Vice-President (Academic) that the identity of the author of the statements be sought out and disclosed to the appropriate University officials. At any time during this process, the Chair or Dean may invoke the Protocol for Urgent Cases of Disruptive, Threatening or Violent Conduct (Section 91.3, GFC Policy Manual). (GFC 28 FEB 2000)</p> <p>On receiving such a request from a Dean, the Provost and Vice-President (Academic) will follow the terms of the Protocol for Urgent Cases of Disruptive, Threatening or violent conduct in determining whether there is</p> <p>i. reasonable cause to believe that the safety or security (including significant psychological harm) of persons may be threatened and</p> <p>ii. that under existing University policies, the statements are grounds for disciplinary action and hence whether confidentiality of USRI should be breached and the provisions in Section 91.3.2 and/or 91.3.3 of the Protocol invoked. (GFC 28 FEB 2000)</p>	<p>D. The anonymity of student responses to the Universal Student Ratings of Instruction is of fundamental importance in maintaining student confidentiality and encouraging the free expression of views. Under normal circumstances, the anonymity of students <u>will</u> be protected. Universal Student Ratings of Instruction offer an avenue of feedback, including feedback critical of instructors. It is understood that it is a normal feature of criticism that it may be regarded as offensive and/or unjustified, and that such characteristics would not justify a departure from the normal rules pertaining to confidentiality and anonymity. (GFC 28 FEB 2000)</p> <p>However, the University has a parallel duty to protect the safety (physical or mental) of members of the University community. If a Department Chair has concerns for the safety of faculty, staff or students, arising from statements that are part of a Universal Student Rating of Instruction, the Chair <u>will</u> consult with the Dean of the Faculty. If the Dean believes that there is a valid concern for safety, he or she may recommend to the Provost and Vice-President (Academic) that the identity of the author of the statements be sought out and disclosed to the appropriate University officials. At any time during this process, the Chair or Dean may invoke the Protocol for Urgent Cases of Disruptive, Threatening or Violent Conduct (Section 91.3, GFC Policy Manual). (GFC 28 FEB 2000)</p> <p>On receiving such a request from a Dean, the Provost and Vice-President (Academic) will follow the terms of the Protocol for Urgent Cases of Disruptive, Threatening or violent conduct in determining whether there is</p> <p>i. reasonable cause to believe that the safety or security (including significant psychological harm) of persons may be threatened and</p> <p>ii. that under existing University policies, the statements are grounds for disciplinary action and hence whether confidentiality of USRI should be breached and the provisions in Section 91.3.2 and/or 91.3.3 of the Protocol invoked. (GFC 28 FEB 2000)</p>

<p>If the identity of the author is disclosed, the Provost and Vice-President (Academic) shall notify the author of the statements. The Provost and Vice-President (Academic) shall also notify any individuals mentioned in the statements. (GFC 28 FEB 2000)</p>	<p>If the identity of the author is disclosed, the Provost and Vice-President (Academic) <u>will</u> notify the author of the statements. The Provost and Vice-President (Academic) <u>will</u> also notify any individuals mentioned in the statements. (GFC 28 FEB 2000)</p>
<p>E. The Universal Student Ratings of Instruction questionnaire shall use the rating scale</p> <p>Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree (EXEC 29 MAR 1999)</p> <p>to gather responses to the following questions:</p> <ol style="list-style-type: none"> 1. The goals and objectives of the course were clear. 2. In-class time was used effectively. 3. I am motivated to learn more about these subject areas. 4. I increased my knowledge of the subject areas in this course. 5. Overall the quality of the course content was excellent. 6. The instructor spoke clearly. 7. The instructor was well prepared. 8. The instructor treated the students with respect. 9. The instructor provided constructive feedback throughout this course. 10. Overall, this instructor was excellent. (EXEC 29 MAR 1999) <p>These constitute the ten required Universal Student Ratings of Instruction questions. Instructors, departments, and faculties are encouraged to supplement the set of universal questions.</p> <p>The questionnaire shall allow space for comments.</p>	<p>E. The Universal Student Ratings of Instruction questionnaire <u>will</u> use the rating scale</p> <p>Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree (EXEC 29 MAR 1999)</p> <p>to gather responses to the following questions:</p> <ol style="list-style-type: none"> 1. The goals and objectives of the course were clear. 2. In-class time was used effectively. 3. I am motivated to learn more about these subject areas. 4. I increased my knowledge of the subject areas in this course. 5. Overall the quality of the course content was excellent. 6. The instructor spoke clearly. 7. The instructor was well prepared. 8. The instructor treated the students with respect. 9. The instructor provided constructive feedback throughout this course. 10. Overall, this instructor was excellent. (EXEC 29 MAR 1999) <p>These constitute the ten required Universal Student Ratings of Instruction questions. Instructors, departments, and faculties are encouraged to supplement the set of universal questions.</p> <p>The questionnaire <u>will include an opportunity to provide</u> comments.</p>
<p>F. Certain policies are necessary in order to ensure that the Universal Student Ratings of Instruction Questionnaire is administered in as consistent a fashion as possible. These are:</p> <ol style="list-style-type: none"> i. The Universal Student Ratings of Instruction questions and additional instructor, department or Faculty selected questions shall normally be rated in the same class period. ii. Questionnaires shall be administered and completed at the beginning of the class period. iii. Universal Student Ratings of Instruction shall 	<p>F. Certain policies are necessary in order to ensure that the Universal Student Ratings of Instruction Questionnaire is administered in as consistent a fashion as possible. These are:</p> <ol style="list-style-type: none"> i. <u>Access to the electronic Universal Student Ratings of Instruction will normally be available from the day after the withdrawal deadline until the last day of classes. Note that an instructor may choose to allow class time for completion of the questionnaires. In these cases, the instructor will not be present in the room during the time allotted for completion of the questionnaire. Departments or Faculties will create policies to ensure that other individuals (e.g. other</u>

<p>normally be administered toward the end of the course but not during the last week of classes.</p> <p>iv. The instructor shall not distribute the questionnaires; shall not be present in the room when the questionnaires are being completed; and shall not collect the questionnaires. Departments or Faculties shall create policies to ensure that other individuals (eg, other instructors, students within the class, teaching assistants) are available to administer the questionnaires.</p> <p>v. The questionnaires shall be taken directly from the class by the person responsible for administration of the questionnaire to the Chair, Director or delegate (or, in the case of non-departmentalized Faculties, to the Dean or delegate). The Chair or delegate shall then transmit the questionnaires for optical scanning and be responsible for transmission of scanned results and comments to the instructor under the conditions set out in Section G.</p>	<p><u>instructors, students within the class, teaching assistants) are available to be present in the room during the time allotted for completion of the questionnaire. Also in these cases, online access for completion of the questionnaires will still be available for the period described above.</u></p> <p><u>ii. The Chair or delegate will be responsible for transmission of results and comments to the instructor under the conditions set out in Section G.</u></p>
<p>G. The numerical summaries for the ten Universal Student Ratings of Instruction questions shall be reported to the instructor, the Chair, Director or Dean and students.</p> <p>i. the number of students responding in each category;</p> <p>ii. the median score to one decimal point for the question; and</p> <p>iii. numerical values from Tukey's boxplot statistics will be provided to describe the distribution of scores in the Faculty/Department:</p> <p>a. lower cut-off for outlier scores b. lower hinge (25th percentile) c. median d. upper hinge (75th percentile) e. it is expected that the upper cut-off will always be 5.0 and, therefore, unnecessary to report. (EXEC 29 MAR 1999)</p> <p>Note: Statistics from Tukey's box-and-whisker plot analysis (John W. Tukey, Exploratory Data Analysis, Addison-Wesley Publishing Company, Inc. 1977) have been selected to describe the distribution of USRI data. These statistics are chosen to achieve two main objectives: (i) summarizing skewed data and (ii) identifying outliers from the general population if they</p>	<p>G. The numerical summaries for the ten Universal Student Ratings of Instruction questions <u>will</u> be reported to the instructor, the Chair, Director or Dean and students.</p> <p>i. the number of students responding in each category;</p> <p>ii. the median score to one decimal point for the question; and</p> <p>iii. numerical values from Tukey's boxplot statistics will be provided to describe the distribution of scores in the Faculty/Department:</p> <p>a. lower cut-off for outlier scores b. lower hinge (25th percentile) c. median d. upper hinge (75th percentile) e. it is expected that the upper cut-off will always be 5.0 and, therefore, unnecessary to report. (EXEC 29 MAR 1999)</p> <p>Note: Statistics from Tukey's box-and-whisker plot analysis (John W. Tukey, Exploratory Data Analysis, Addison-Wesley Publishing Company, Inc. 1977) have been selected to describe the distribution of USRI data. These statistics are chosen to achieve two main objectives: (i) summarizing skewed data and (ii) identifying outliers from the general population if they</p>

<p>exist.</p> <p>The median (middle of a ranked set of numbers) is generally preferred rather than the mean in defining the centre of a skewed data set.</p> <p>The 25th and 75th percentiles provide information about the spread of individual scores around the median. By definition, half of the scores in a distribution are below the median and 25 percent of the scores are below the 25th percentile. Since this occurs "by definition", these values should not be used to determine whether a particular score is "good" or "bad".</p> <p>The lower whisker or cut-off, which is 1.5 box lengths below the 25th percentile (box length is the distance from the 25th to the 75th percentile), defines a reasonable limit beyond which any score can be considered an outlier. Outliers are scores that identify ratings of instruction falling outside the usual distribution of the scores for the population being tabulated.</p> <p>Given the nature of the USRI data, the upper whisker or cut-off (1.5 box lengths above the 75th percentile) will usually be above 5.0, and so need not be reported.</p>	<p>exist.</p> <p>The median (middle of a ranked set of numbers) is generally preferred rather than the mean in defining the centre of a skewed data set.</p> <p>The 25th and 75th percentiles provide information about the spread of individual scores around the median. By definition, half of the scores in a distribution are below the median and 25 percent of the scores are below the 25th percentile. Since this occurs "by definition", these values should not be used to determine whether a particular score is "good" or "bad".</p> <p>The lower whisker or cut-off, which is 1.5 box lengths below the 25th percentile (box length is the distance from the 25th to the 75th percentile), defines a reasonable limit beyond which any score can be considered an outlier. Outliers are scores that identify ratings of instruction falling outside the usual distribution of the scores for the population being tabulated.</p> <p>Given the nature of the USRI data, the upper whisker or cut-off (1.5 box lengths above the 75th percentile) will usually be above 5.0, and so need not be reported.</p>
<p>H.</p> <p>i. Access to Printed USRI Data: Parties having access to printed numerical summaries of the ten Universal Student Ratings of Instruction questions and student comments shall be the instructor the Chair, Director or Dean of the unit offering the course; members of Tenure Committees; and members of Faculty Evaluation Committees, including the secretary to the FEC. (EXEC 07 NOV 2011)</p> <p>For questions selected by an instructor, only the instructor shall receive the results. For questions initiated or mandated by a department or Faculty, the results will be reported to the instructor and the Chair, Director or Dean.</p> <p>Normally, instructors shall receive the printed results from the student ratings of instruction within twenty working days after the course is complete and the grade sheet has been signed by the Chair, Director or Dean. (EXEC 29 MAR 1999) (EXEC 07 NOV 2011)</p> <p>ii. Access to Online USRI Data: Online access to the</p>	<p>H.</p> <p>i. Access to USRI Data: Parties having access to numerical summaries of the ten Universal Student Ratings of Instruction questions and student comments <u>will</u> be the instructor the Chair, Director or Dean of the unit offering the course; members of Tenure Committees; and members of Faculty Evaluation Committees, including the secretary to the FEC. (EXEC 07 NOV 2011)</p> <p>For questions selected by an instructor, only the instructor <u>will</u> receive the results. For questions initiated or mandated by a department or Faculty, the results will be reported to the instructor and the Chair, Director or Dean.</p> <p>Normally, instructors <u>will</u> receive the results from the student ratings of instruction within twenty working days after the course is complete and the grade sheet has been signed by the Chair, Director or Dean. (EXEC 29 MAR 1999) (EXEC 07 NOV 2011)</p> <p>ii. Access to Online USRI Data: Online access to the</p>

<p>numerical summaries for the ten Universal Student Ratings of Instruction questions scores for all courses shall be provided to undergraduate and graduate students. Instructors shall have online access to USRI scores for their own courses. Chairs shall have online access to USRI scores for instructors in their departments and Deans shall have online access to USRI scores for instructors in their Faculties. Deans and Chairs may also request access for a designated assistant. (EXEC 07 NOV 2011)</p> <p>The results will not be released online for at least ten days following the provision of the results to the instructor. (EXEC 07 NOV 2011)</p> <p>Access to online USRI data is provided to students only for the purpose of assisting with the selection of courses. Neither the Students' Union nor the Graduate Students' Association shall undertake analysis of USRI data available to members of those organizations. (EXEC 07 NOV 2011)</p>	<p>numerical summaries for the ten Universal Student Ratings of Instruction questions scores for all courses <u>will</u> be provided to undergraduate and graduate students. Instructors <u>will</u> have online access to USRI scores for their own courses. Chairs <u>will</u> have online access to USRI scores for instructors in their departments and Deans <u>will</u> have online access to USRI scores for instructors in their Faculties. Deans and Chairs may also request access for a designated assistant. (EXEC 07 NOV 2011)</p> <p>The results will not be released online for at least ten days following the provision of the results to the instructor. (EXEC 07 NOV 2011)</p> <p>Access to online USRI data is provided to students only for the purpose of assisting with the selection of courses. Neither the Students' Union nor the Graduate Students' Association <u>will</u> undertake analysis of USRI data available to members of those organizations. (EXEC 07 NOV 2011)</p>
<p>I. All results given out to students, Chairs, Directors and Deans shall have the following cautionary preface:</p> <p>Student questionnaires form an important part of evaluating teaching effectiveness but cannot be taken alone as a complete assessment of an instructor or course. Factors other than an instructor's teaching ability may influence ratings. These factors include class size, class level, Faculty, time of class, required versus optional course, grade expectations, student GPA, gender, race, ethnicity, age of both students and instructors.</p> <p>Small differences in evaluation should not be considered meaningful.</p>	<p>I. All results given out to students, Chairs, Directors and Deans <u>will</u> have the following cautionary preface:</p> <p>Student questionnaires form an important part of evaluating teaching effectiveness but cannot be taken alone as a complete assessment of an instructor or course. Factors other than an instructor's teaching ability may influence ratings. These factors include class size, class level, Faculty, time of class, required versus optional course, grade expectations, student GPA, gender, race, ethnicity, age of both students and instructors.</p> <p>Small differences in evaluation should not be considered meaningful. <u>Scores will be interpreted using the rating scale defined in 111.3 (E): 1=Strongly Disagree; 2=Disagree; 3=Neutral; 4=Agree; 5=Strongly Agree. By definition, a score of 4.0 means that students agree that "Overall, the instructor was excellent."</u></p>
<p>J. Nothing in this section shall prevent instructors from seeking other means of feedback from students during the term.</p>	<p>J. Nothing in this section <u>will</u> prevent instructors from seeking other means of feedback from students during the term.</p>
<p>K. The central administration of the University shall undertake the financing of the universal set of questions in support of the University's commitment to teaching.</p>	<p>K. The central administration of the University <u>will</u> undertake the financing <u>and operation</u> of the <u>eUSRI system</u> in support of the University's commitment to teaching.</p>