



The following Motions and Documents were considered by the GFC Executive Committee at its Monday, March 07, 2016 meeting:

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Agenda Title: **Proposed Editorial Changes to the Code of Student Behaviour and Code of Applicant Behaviour regarding name change of the Office of Student Judicial Affairs to Student Conduct and Accountability**

CARRIED MOTION: THAT the GFC Executive Committee approve, with delegated authority from General Faculties, the changes to the Code of Student Behaviour to reflect the name change of the Office of Student Judicial Affairs to Student Conduct and Accountability as set forth in Attachment 1, to take effect March 11, 2016.

CARRIED MOTION: THAT the GFC Executive Committee approve, with delegated authority from General Faculties, the changes to the Code of Applicant Behaviour to reflect the name change of the Office of Student Judicial Affairs to Student Conduct and Accountability as set forth in Attachment 2, to take effect March 11, 2016.

Final Item: 4

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Agenda Title: **Proposed Amendments to the Composition of the Selection/Review Committee for the Dean of the Faculty of Native Studies**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from the Board of Governors and the General Faculties Council, proposed changes to the composition of the Dean Selection Committee for Dean of the Faculty of Native Studies as submitted by the Office of the Provost and Vice-President (Academic) and as set forth in Attachment 1, to take effect immediately.

Final Item: 5

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**OUTLINE OF ISSUE**

Agenda Title: Proposed Changes to the Code of Student Behaviour and the Code of Applicant Behaviour to reflect the name change of the Office of Student Judicial Affairs to Student Conduct and Accountability

**Motion I:** THAT the GFC Executive Committee approve, with delegated authority from General Faculties, the changes to the Code of Student Behaviour to reflect the name change of the *Office of Student Judicial Affairs* to *Student Conduct and Accountability* as set forth in Attachment 1, to take effect March 11, 2016.

**Motion II:** THAT the GFC Executive Committee approve, with delegated authority from General Faculties, the changes to the Code of Applicant Behaviour to reflect the name change of the *Office of Student Judicial Affairs* to *Student Conduct and Accountability* as set forth in Attachment 2, to take effect March 11, 2016.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Steven Dew, Provost and Vice-President (Academic)
Presenter	Steven Dew, Provost and Vice-President (Academic)
Subject	Proposed Changes to the Code of Student Behaviour and the Code of Applicant Behaviour to reflect the name change of the Office of Student Judicial Affairs to Student Conduct and Accountability

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To reflect that the name of the Office of Student Judicial Affairs has been changed to Student Conduct and Accountability
The Impact of the Proposal is	N/A
Replaces/Revises (eg, policies, resolutions)	Updates the current Code of Student Behaviour and the Code of Applicant Behaviour
Timeline/Implementation Date	Effective date March 11, 2016
Estimated Cost	None
Sources of Funding	N/A
Notes	

**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 <u>quote</u> legislation and include identifying section numbers)	<p>1. <b>Post-Secondary Learning Act (PSLA):</b> The <i>Post-Secondary Learning Act (PSLA)</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)) and over academic affairs (Section 31), including authority concerning student discipline.</p> <p>2. <b>GFC Campus Law Review Committee (CLRC) Terms of Reference (Mandate of the Committee)</b></p> <p><b>A. Code of Student Behaviour</b> “2. On delegated authority from GFC, to approve all editorial amendments to the Code of Student Behaviour except editorial amendments to section 30.6.”</p> <p><b>B. Code of Applicant Behaviour</b> “2. On delegated authority from GFC, to approve all editorial amendments to the Code of Applicant Behaviour except editorial amendments to section 11.8.9.”</p>

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	<p><b>3. Code of Student Behaviour section 30.7.2(3)</b> “All amendments to Section 30.6 will be forwarded to the GFC Executive Committee for approval.”</p> <p><b>4. Code of Applicant Behaviour section 11.8.10.2(3)</b> “All amendments to Section 11.8.9 will be forwarded to the GFC Executive Committee for approval.”</p>
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**Routing** (Include meeting dates)

<p>Participation: (parties who have seen the proposal and in what capacity)</p> <ul style="list-style-type: none"> <li>• Those who have been informed</li> <li>• Those who have been consulted</li> <li>• Those who are actively participating</li> </ul>	<p>Dean of Students, DoS Directors’ Council (consulted), General Counsel (consulted). GFC Campus Law Review Committee – for information – Code of Student Behaviour (January 28, 2016) Chair, GFC Campus Law Review Committee – Code of Applicant Behaviour (February 2016) GFC Campus Law Review Committee – for information – Code of Applicant Behaviour (April 28, 2016)</p>
Approval Route (Governance) (including meeting dates)	GFC Executive Committee – March 7, 2016
Final Approver	GFC Executive Committee

Attachments (each to be numbered 1 - <>)

1. Attachment 1 (page(s) 1 - 2): Proposed Changes to Code of Student Behaviour
2. Attachment 2 (pages 1 - ): Proposed Changes to the Code of Applicant Behaviour

*Prepared by:*  
University Governance

Student Conduct and Accountability Name Change

The Office of Student Judicial Affairs is undergoing a name change to **Student Conduct and Accountability (SCA)**. The purpose is to better capture the office’s preventative and educational programming as well as the student discipline work. The two individuals within SCA will still fulfill the function of Discipline Officer under the Code of Student Behaviour, so no title changes will need to be made in the Code.

Current	Proposed	Rationale
<p><b>30.2.16 Discipline File</b></p> <p>The file containing the disciplinary proceedings undertaken in relation to a Student, including but not limited to, the charges laid, the evidence collected, and the findings of the decision-maker. Discipline Files are held by Faculties, Unit Directors, University of Alberta Protective Services, <del>the Office of Student Judicial Affairs</del>, and University Governance as provided for this Code. Discipline Files held by Faculty and Department offices must be kept separate from Academic Files, but in cases where a Student has been found to have committed an offence of Inappropriate Academic Behaviour, a copy of the final decision may be kept with the Student’s Academic File. (CLRC 24 MAY 2012)</p> <p>30.2.16(1) All Discipline Files are confidential, and the only persons having access to such records will be those directly concerned with the action, decided as follows:</p> <p>...</p> <ul style="list-style-type: none"> <li>• The Provost or delegate shall:</li> </ul> <p>1. <b>Have access to all student</b></p>	<p><b>30.2.16 Discipline File</b></p> <p>The file containing the disciplinary proceedings undertaken in relation to a Student, including but not limited to, the charges laid, the evidence collected, and the findings of the decision-maker. Discipline Files are held by Faculties, Unit Directors, University of Alberta Protective Services, <u>Student Conduct and Accountability</u>, and University Governance as provided for this Code. Discipline Files held by Faculty and Department offices must be kept separate from Academic Files, but in cases where a Student has been found to have committed an offence of Inappropriate Academic Behaviour, a copy of the final decision may be kept with the Student’s Academic File. (CLRC 24 MAY 2012)</p> <p>30.2.16(1) All Discipline Files are confidential, and the only persons having access to such records will be those directly concerned with the action, decided as follows:</p> <p>...</p> <ul style="list-style-type: none"> <li>• The Provost or delegate shall:</li> </ul> <p>1. <b>Have access to all student</b></p>	<p>Update unit name throughout CoSB.</p>

<p><b>records including the Academic File and any Discipline File</b> held by a Faculty, Department or unit, <del>the Office of Student Judicial Affairs,</del> the Office of the Registrar or University Governance in an instance where the Provost has invoked, or is considering invoking, the Protocol For Urgent Cases of Disruptive, Threatening or Violent Conduct (Section 91); (EXEC 03 MAY 2004) (BHRCC 05 MAY 2004) (CLRC 24 MAY 2012)</p>	<p><b>records including the Academic File and any Discipline File</b> held by a Faculty, Department or unit, <u>Student Conduct and Accountability</u>, the Office of the Registrar or University Governance in an instance where the Provost has invoked, or is considering invoking, the Protocol For Urgent Cases of Disruptive, Threatening or Violent Conduct (Section 91); (EXEC 03 MAY 2004) (BHRCC 05 MAY 2004) (CLRC 24 MAY 2012)</p>	
<p><b>30.6.4 Procedures Prior to a Hearing</b></p> <p><b>30.6.4(1)</b> As soon as an appeal is received the Appeals Coordinator shall:</p> <p>...</p> <p><b>30.6.4(13)</b> The Appeals Coordinator shall make certain that both parties have access to the Student's or Applicant's discipline file held in <del>the Office of Student Judicial Affairs,</del> Dean's Office, the Director of University of Alberta Protective Services' Office, the Registrar's Office or the Unit Director's Office, up until the time of an appeal hearing. (CLRC 29 MAY 2003) (EXEC 01 MAY 2006) (EXEC 02 APR 2012)</p>	<p><b>30.6.4 Procedures Prior to a Hearing</b></p> <p><b>30.6.4(1)</b> As soon as an appeal is received the Appeals Coordinator shall:</p> <p>...</p> <p><b>30.6.4(13)</b> The Appeals Coordinator shall make certain that both parties have access to the Student's or Applicant's discipline file held in <u>Student Conduct and Accountability</u>, Dean's Office, the Director of University of Alberta Protective Services' Office, the Registrar's Office or the Unit Director's Office, up until the time of an appeal hearing. (CLRC 29 MAY 2003) (EXEC 01 MAY 2006) (EXEC 02 APR 2012)</p>	

Proposed Changes to the Code of Applicant Behaviour

Current	Proposed
<p><b>11.8.9 Appeals Against Decisions</b></p> <p>[...]</p> <p><b>11.8.9.4</b> The Provost or delegate shall: <b>a. Have access to student records</b> held by a Faculty, Department or unit, <del>the Office of Student Judicial Affairs</del>, the Office of the Registrar and Student Awards of University Governance in an instance where the Provost has invoked, or is considering invoking, the Protocol for Urgent Cases of Disruptive, Threatening or Violent Conduct (Section 91)”</p>	<p><b>11.8.9 Appeals Against Decisions</b></p> <p>[...]</p> <p><b>11.8.9.4</b> The Provost or delegate shall: <b>a. Have access to student records</b> held by a Faculty, Department or unit, <u>Student Conduct and Accountability</u>, the Office of Student Judicial Affairs, the Office of the Registrar and Student Awards of University Governance in an instance where the Provost has invoked, or is considering invoking, the Protocol for Urgent Cases of Disruptive, Threatening or Violent Conduct (Section 91)”</p>

Rationale: The proposed changes reflect the name change of the *Office of Student Judicial Affairs* to *Student Conduct and Accountability*.

**OUTLINE OF ISSUE**

Agenda Title: **Proposed Amendments to Composition of Dean Selection Committee for the Dean of the Faculty of Native Studies**

**Motion:** THAT the GFC Executive Committee approve, under delegated authority from the Board of Governors and the General Faculties Council, proposed changes to the composition of the Dean Selection Committee for Dean of the Faculty of Native Studies as submitted by the Office of the Provost and Vice-President (Academic) and as set forth in Attachment 1, to take effect immediately.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Steven Dew, Provost and Vice-President (Academic)
Presenter	Steven Dew, Provost and Vice-President (Academic)
Subject	Composition of the Dean's Selection Committee, Dean of the Faculty of Native Studies

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To amend the UAPPOL Faculty Deans Selection Procedure Appendix A: Dean Selection Committees for Individual Faculties, Native Studies, as follows:  <ol style="list-style-type: none"> <li>1) Reduce the number of members elected by GFC to two; indicate that two faculty members will be drawn directly from tenure track faculty (Category A1.1). The total number of academic staff remains unchanged.</li> <li>2) Addition of criteria for undergraduate student representatives; one of two must be Aboriginal.</li> <li>3) Addition of one full-time graduate student representatives enrolled in a Faculty of Native Studies Graduate program.</li> <li>4) Addition of the aspiration for an Indigenous majority on the Dean's Selection Committee.</li> </ol>
The Impact of the Proposal is	To ensure clarity and more inclusive and better balanced committee representation.
Replaces/Revises (eg, policies, resolutions)	UAPPOL Faculty Deans Selection Procedure Appendix A: Dean Selection Committees for Individual Faculties, Native Studies
Timeline/Implementation Date	Upon final approval
Estimated Cost	N/A
Sources of Funding	N/A
Notes	

**Alignment/Compliance**

Alignment with Guiding Documents	Dare to Discover, Dare to Deliver
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section)	1. <b>Post-Secondary Learning Act (PSLA):</b> The PSLA gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, <i>over academic affairs</i> (section 26(1)).  The Act provides that [a] person shall not be appointed to, promoted to

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<p>numbers)</p>	<p><i>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 (section 22(2)). In addition, GFC may recommend to the Board of Governors on procedures in respect of appointments, promotions, salaries, tenure and dismissals of academic staff (section 26(1)(o)).</i></p> <p>2. <b>Post-Secondary Learning Act (PSLA):</b> The Board of Governors has authority to employ <i>officers, employees or other persons</i> and <i>academic staff members</i> (sections 83 and 84 of the <i>Act</i>) and to appoint the President, Vice-Presidents, Deans and Registrar (sections 81, 82, 21(1) and 20(1) of the <i>Act</i>). The Board has delegated certain of these powers.</p> <p>3. <b>UAPPOL Policy:</b> The Faculty Deans Selection and Review Procedures state: "With respect to the procedures for the selection [review] of Faculty Deans, the Board and GFC delegate their approval authority to the GFC Executive Committee for all matters of a routine editorial nature. For matters of a substantive nature, the GFC Executive Committee shall recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature."</p> <p><u>Note:</u> The Provost and Vice-President (Academic) has determined these proposed amendments to be of a <u>routine/editorial</u> nature.</p>
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**Routing** (Include meeting dates)

<p>Participation: (parties who have seen the proposal and in what capacity)</p> <ul style="list-style-type: none"> <li>• Those who have been informed</li> <li>• Those who have been consulted</li> <li>• Those who are actively participating</li> </ul>	<p>Provost and Vice-President (Academic) Native Studies Faculty Council (Meeting of October 23, 2015)</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC Executive (March 7, 2016) for final approval</p>
<p>Final Approver</p>	<p>GFC Executive Committee</p>

Attachments (1)

1. Attachment 1: Comparative Table of Proposed Changes to the Composition of the Selection/Review Committee for the Dean of the Faculty of Native Studies (page 1 - 1)

Prepared by: Kate Peters, Portfolio Initiatives Manager, [peters3@ualberta.ca](mailto:peters3@ualberta.ca)



**Faculty Deans Selection Procedure Appendix A: Dean Selection Committees for Individual Faculties**

Office of Administrative Responsibility: Office of the Provost and Vice-President (Academic) Approver: General Faculties Council Executive Committee For Definitions of staff categories, refer the Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues and (Appendix B) Definition and Categories of Support Staff.

CURRENT	PROPOSED
<p>12) NATIVE STUDIES:</p> <ul style="list-style-type: none"> <li>a) Provost and Vice-President (Academic), or designee, Chair.</li> <li>b) Vice-President (Research), or designee, Vice-Chair.</li> <li>c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.</li> <li>d) <del>Four (4)</del> members elected by GFC from Categories A1.0, A2.0, at least three (3) of whom must be from Categories A1.1 or A1.6. <del>Normally, two (2) of the four elected faculty members should be drawn from the tenure track faculty (Category A1.1) of the Faculty of Native Studies. The Provost and Vice-President (Academic) may change this ratio depending on the available faculty members in the pool of tenure track faculty in Native Studies.</del></li> <li>e) Two (2) full-time undergraduate students enrolled in the Faculty of Native studies and selected by students of the Faculty through the Native Studies Students' Association.</li> <li>f) <del>If the Native Studies Students' Association (NSSA) is unable to select the required number of undergraduate students, then the Aboriginal Students' Council (ASC) will be responsible for the selection of the undergraduate representatives. If the ASC is unable to select the required number of undergraduate students, then the Students' Union will be responsible for the selection of the undergraduate representatives.</del></li> <li>g) Two (2) members of the Aboriginal community at large, one representing the Metis and one representing the First Nations (one of whom shall be an Elder); both to be nominated by the Faculty of Native Studies Council.</li> <li>h) One (1) full-time member of the support staff (Category S1.0 or S2.0) from the Faculty of Native Studies, elected by all support staff (full- and part-time) in the Faculty.</li> </ul> <p>(Total members: <del>12</del>)</p>	<p>12) NATIVE STUDIES:</p> <ul style="list-style-type: none"> <li>a) Provost and Vice-President (Academic), or designee, Chair.</li> <li>b) Vice-President (Research), or designee, Vice-Chair.</li> <li>c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.</li> <li>d) <b>Two (2) faculty members drawn from the tenure track faculty (Category A1.1) of the Faculty of Native Studies, and elected by the Council of the Faculty of Native Studies. Two (2) members elected by GFC from Categories A1.0, A2.0, at least one (1) of whom must be from Categories A1.1 or A1.6.</b> The Provost and Vice-President (Academic) may change this ratio depending on the available faculty members in the pool of tenure track faculty in Native Studies.</li> <li>e) Two (2) full-time undergraduate students, <b>at least one of which will be Aboriginal</b>, enrolled in the Faculty of Native studies and selected by students of the Faculty through the Native Studies Students' Association. If the Native Studies Students' Association (NSSA) is unable to select the required number of undergraduate students, then the Students' Union will be responsible for <b>selecting the undergraduate students from the Faculty of Native Studies as the</b> representatives.</li> <li>f) <b>One (1) full time graduate student enrolled in the Faculty of Native Studies selected by the Native Studies Graduate Students' Association. If no association exists the Graduate Students' Association will be responsible for selecting a graduate student from the Faculty of Native Studies as the representative.</b></li> <li>g) Two (2) members of the Aboriginal community at large, one representing the Metis and one representing the First Nations (one of whom shall be an Elder); both to be nominated by the Faculty of Native Studies Council.</li> <li>h) One (1) full-time member of the support staff (Category S1.0 or S2.0) from the Faculty of Native Studies, elected by all support staff (full- and part-time) in the Faculty.</li> <li>i) <b>The process for recruitment of the Dean's Selection Committee shall aspire to create a committee with an Indigenous majority.</b></li> </ul> <p>(Total members: <b>13</b>)</p>