

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, September 12, 2016 meeting:

Agenda Title: **Proposed Revisions to the Bloodborne Pathogens Regulation for the University of Alberta Calendar**

CARRIED MOTION: THAT the GFC Executive Committee, on the recommendation of the GFC Academic Standards Committee, recommend to General Faculties Council the proposed revisions to the University Bloodborne Pathogens Regulation as contained in the University Calendar, and as set forth in Appendix 1 as revised to be named the University Infectious Diseases Regulation, to take effect in 2017/2018.

Final Recommended Amended Item: 7

Agenda Title: **Proposed Terms of Reference for the Ad Hoc Committee on Academic Governance Including Delegated Authority**

CARRIED MOTION: THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed Terms of Reference for the GFC Ad Hoc Committee on Academic Governance Including Delegated Authority as set forth in Attachment 1.

Final Recommended Item: 8

Agenda Title: **Proposed Membership for the ad hoc Committee on Academic Governance including Delegated Authority**

CARRIED MOTION: THAT the GFC Executive recommend that General Faculties Council approve the membership of the GFC Ad Hoc Committee on Academic Governance Including Delegated Authority as set out in Attachment 1, effective upon final approval.

Final Recommended Item: 9

Agenda Title: **Draft Agenda for the Next Meeting of General Faculties Council**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the September 26, 2016 meeting of General Faculties Council.

OUTLINE OF ISSUE
Action Item

Agenda Title: **Proposed Changes to the University Bloodborne Pathogens Regulation in the *University of Alberta Calendar***

Motion: THAT the GFC Executive Committee, on the recommendation of the GFC Academic Standards Committee, recommend to General Faculties Council the proposed revisions to the University Bloodborne Pathogens Regulation contained in the University Calendar, including renaming to University Infectious Diseases Regulation as set forth in Appendix 1 as revised, to take effect in 2017/2018.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Nat Kav, Chair, GFC Academic Standards Committee
Presenter	Nat Kav, Chair, GFC Academic Standards Committee

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	The Health Science Council has been working with University Health Centre, Office of Emergency Management, Alberta Health Services, and all Health Sciences Faculties on developing a consolidated medical testing /immunization requirement calendar section to replace the individual faculty calendar sections. The University of Alberta's on bloodborne pathogens is designed to align with Alberta Health Services immunization standards and to limit the possibility of transmission of bloodborne pathogens within the educational setting.
The Impact of the Proposal is	To revise the University Bloodborne Pathogens Regulation to align with current practice in infection control and prevention of bloodborne pathogens. Changes include clarification of student responsibilities with regards to medical testing and immunization for the Faculties of Agricultural, Life and Environmental Sciences (Dietetic Interns) Medicine and Dentistry (Medicine, Dentistry, Dental Hygiene, Medical Laboratory Science, Radiation Therapy), Nursing, Pharmacy and Pharmaceutical Sciences, Physical Education and Recreation, and Rehabilitation Medicine (Occupational Therapy, Physiotherapy, Speech Language Pathology).
Replaces/Revises (eg, policies, resolutions)	University Bloodborne Pathogens Policy of the University Calendar
Timeline/Implementation Date	2017-2018
Estimated Cost and funding source	
Next Steps (ie.: Communications Plan, Implementation plans)	
Supplementary Notes and context	Through the upcoming year, further work will be conducted leading to the rescission of GFC policy 108 and to move the remaining sections as appropriate to UAPPOL.

Engagement and Routing (Include meeting dates)

Participation:	The consolidated section was drafted with input from University Health Centre, AHS, Environment, Health & Safety, and various
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<p>(parties who have seen the proposal and in what capacity)</p> <p><For further information see the link posted on the Governance Toolkit section Student Participation Protocol></p>	<p>representatives from the health sciences faculties. Drafts were then circulated by the deans within their respective faculties for additional input. Finalized drafts were then approved by the deans of the health sciences faculties at an HSC meeting (October 15, 2015) and then approved through their faculty councils (or delegated body) in January 2016. Details of participation are as follows:</p> <p>Those who have been informed:</p> <ul style="list-style-type: none"> ● Claire Burke, Office of the Registrar (August, 2015) ● School of Public Health (Dean, June 11, 2015) ● Campus Saint-Jean (Dean, June 11, 2015) ● Augustana (Dean, June 11, 2015) ● GFC Academic Standards Committee – Sub-Committee on Standards (June 2, 2016) <p>Those who have been consulted:</p> <ul style="list-style-type: none"> ● Office of the Provost and Vice-President (Academic) - Kate Peters, Sarah Forgie, Nat Kav (September 2015) ● Lihong Yang, Office of the Registrar (August 13, 2015) ● Health Sciences Council Deans (September 18, 2014; October 15, 2015) ● Faculty of Agricultural Life and Environmental Studies (Academic Coordinating Committee, Jan 28, 2016) ● Faculty of Medicine and Dentistry (Faculty Learning Committee, Faculty Council process, May 15, 2015) ● Faculty of Nursing (Executive Committee; January 16, 2016) ● Faculty of Physical Education & Recreation (Faculty Council; January 21, 2016) ● Faculty of Pharmacy and Pharmaceutical Sciences (Faculty Council; January 15, 2016) ● Faculty of Rehabilitation Medicine (Executive Committee, in lieu of Faculty Council; January 21, 2016) <p>Those who actively participated:</p> <ul style="list-style-type: none"> ● Faculty of Medicine and Dentistry (Dean Richard Fedorak, July 12, 2015; Dr. Fraser Brenneis, July 12, 2015, October 3, 2015) ● Faculty of Medicine and Dentistry, School of Dentistry (Chair, Dr. Paul Major, July 14, 2015; Ronna Lozano; September 30, 2015) ● Faculty of Pharmacy and Pharmaceutical Sciences (Dean James Kehrer, July 13, 2015, September 29, 2015; Ann Thompson, October 2, 2015) ● Faculty of Nursing (Dean Anita Molzahn; September 29, 2015) ● Faculty of Physical Education & Recreation (Dean Kerry Mummery, July 9, 2015) ● University Health Centre (Kevin Freise, Jennifer Walker, Beth Woytas August 18, 2014; May 4, 2015; June 10, 2015; July 22, 2015; October 20, 2015) ● Alberta Health Services (Cindy Dribnenki, Donna Joy; May 2015) ● Environment, Health, Safety (Adam Conway; June 26, 2015) ● Bloodborne Pathogens Working Group (December 2015, May 2016) <p>GFC ASC Subcommittee on Standards – June 2, 2016 (for review)</p>
<p>Approval Route (Governance)</p>	<p>GFC Academic Standards Committee - June 16, 2016</p>

(including meeting dates)	GFC Executive Committee – September 12, 2016 General Faculties Council – September 26, 2016 Board Safety, Health and Environment Committee – November 16, 2016 Board of Governors – December 16, 2016
Final Approver	Board of Governors

Alignment/Compliance

Alignment with Guiding Documents	<p><i>For the Public Good</i></p> <p>GOAL: SUSTAIN our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</p> <p>OBJECTIVE 19: Prioritize and sustain student, faculty, and staff health, wellness, and safety by delivering proactive, relevant, responsive, and accessible services and initiatives.</p> <p>Strategy iii: Endorse a strong culture of safety awareness, knowledge, planning, and practice to ensure the safety of students, employees, and visitors to our campuses.</p>
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></p> <p>“17 In addition to the other powers of a board under this Part and Part 4, a board may (a) Make bylaws respecting the physical examination of the students of the university”</p> <p>“ 26(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university”</p> <p>2. GFC Executive Committee Terms of Reference (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>“5. Agendas of General Faculties Council 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>3. Academic Standards Committee – Terms of Reference</p> <p>“E. Physical Testing and Immunization of Students</p> <p>ASC approves on GFC's and the Board's behalf, all individual Faculty policies concerning physical testing and immunization of students, and files a report with the GFC Executive Committee for information.”</p> <p>4. The UAPPOL Discrimination, Harassment and Duty to</p>

Accommodate Policy and Procedures contain general guidelines about discrimination and duty to accommodate those who are infected with Bloodborne Pathogens.

5. GFC Policy Manual

108.12 General Guidelines Regarding Bloodborne Pathogens

108.12.1 Preamble

(...)

The University of Alberta also recognizes its duty to minimize the risk of transmission of bloodborne pathogens to/by individuals studying or working at this University. (GFC 15 OCT 1997) (BG 07 NOV 1997)

(...)

This policy will limit the possibility of transmission of bloodborne pathogens within the educational setting. The University recognizes, however, that it is not possible to completely eliminate the risk of infection. (GFC 15 OCT 1997) (BG 07 NOV 1997)

108.12.2. General Guidelines

Students, Academic Staff, Non-academic staff and other individuals at the University of Alberta shall observe Universal Precautions at all times within the educational setting to lessen their risk of acquiring or transmitting bloodborne pathogens from/to another person. These precautions entail the avoidance of direct contact with the blood, blood products, and other body fluids of another person. (GFC 15 OCT 1997) (BG 07 NOV 1997)

All staff and students who have any exposure of blood and/or body fluids to non-intact skin, a mucous membrane or a needlestick injury during the course of their work or study are required to report that exposure to their supervisors and the Office of Environment, Health and Safety. These individuals are also required to seek medical attention as soon as possible at a medical facility or the University Health Centre. (GFC 15 OCT 1997) (BG 07 NOV 1997)

Further information pertaining to the Health Canada, Infection Control Guidelines: Preventing the Transmission of Bloodborne Pathogens in Health Care and Public Services Settings or Universal Precautions may be obtained from the Office of Environmental Health and Safety. (GFC 15 OCT 1997) (BG 07 NOV 1997)

6. Board Safety, Health and Environment Committee – Terms of Reference

3. Mandate of the Committee

Except as provided in paragraph 4 hereof and in the Board's General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to all matters concerning environmental health and the protection of the health, safety and security of the University community and the general public at the University as well as University student health and wellness. The Committee shall also consider any other matter delegated to the Committee by the Board.

Without limiting the generality of the foregoing the Committee shall:

	<p>a) provide oversight regarding the environmental health, safety and security of the University community:</p> <ul style="list-style-type: none">(i) approve University policies and procedures relating to environmental health, safety, and security issues and compliance therewith; <p>4. <u>Limitations on delegation by the Board</u> 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 issues that pose or may reasonably be expected to pose significant risk to the health and safety of individuals and policies related thereto.</p>
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Attachments (each to be numbered 1 - <>)

1. Attachment 1 (pages 1 – 4) University Bloodborne Pathogens Regulation

*Prepared by: Kate Peters, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)
peters3@ualberta.ca*

Attachment 1: Proposed Changes to the University Bloodborne Pathogens Regulation in the University of Alberta Calendar including renaming to University Infectious Diseases Regulation

Current	Proposed
<p>University Bloodborne Pathogens Policy</p> <p>The University of Alberta's <u>policy</u> on bloodborne pathogens is designed to limit the possibility of transmission of bloodborne pathogens within the educational setting. The University recognizes, however, that it is not possible to completely eliminate the risk of infection. Concern about limiting the transmission of bloodborne pathogens must be balanced against the University's duty to provide a work, study and living environment which is free from discrimination except where that discrimination can be shown to be reasonable and justifiable in the circumstances.</p> <p>Students, Academic staff, Non-academic staff and other individuals at the University of Alberta shall observe Universal Precautions at all times within the educational setting to lessen their risk of acquiring or transmitting bloodborne pathogens from/to another person. These precautions entail the avoidance of direct contact with the blood, blood products, and other body fluids of another person.</p> <p>All staff and students who have any exposure of blood and/or body fluids to non-intact skin, a mucous membrane or a needlestick injury during the course of their work or study are required to report that exposure to their supervisors and the Office of Environmental Health and Safety. These individuals are also required to seek medical attention as soon as possible at a medical facility or the University Health Centre.</p> <p>Further information pertaining to the Health Canada, Infection Control Guidelines: Preventing the Transmission of Bloodborne Pathogens in Health Care and Public Services Settings or Universal Precautions may be obtained from the Office of Environmental Health and Safety.</p> <p>For applicants to or students in health care</p>	<p>University Infectious Diseases Regulation</p> <p>The University of Alberta's <u>regulation</u> on <u>infectious diseases</u> is designed to limit the possibility of transmission of <u>infectious diseases</u> within the educational setting. The University recognizes, however, that it is not possible to completely eliminate the risk of infection. Concern about limiting the transmission of <u>infectious diseases</u> must be balanced against the University's duty to provide a work, study and living environment which is free from discrimination except where that discrimination can be shown to be reasonable and justifiable in the circumstances.</p> <p>Students, Academic staff, Non-academic staff and other individuals at the University of Alberta shall observe <u>Routine Practices and Additional Precautions</u> at all times within the educational setting to lessen their risk of acquiring or transmitting <u>infectious diseases</u> from/to another person. These precautions entail the avoidance of direct contact with blood, blood products, and other body fluids of another person.</p> <p>All staff and students who have any exposure of blood and/or body fluids to non-intact skin, a mucous membrane or a needlestick injury during the course of their work or study are required to report that exposure to their supervisors and <u>Environment, Health and Safety</u>. These individuals are also required to seek medical attention as soon as possible <u>through their supervisor, pre-established departmental procedures, or Emergency Department</u>.</p> <p>Further information pertaining to the reduction of transmission of <u>infectious diseases</u> and/or routine practices and additional precautions may be obtained from <u>Environment, Health & Safety</u>.</p> <p>1) <u>Human Immunodeficiency Virus (HIV), hepatitis B virus (HBV) and hepatitis C virus (HCV):</u> <u>Students should be aware of the appropriate obligations or standards of practice of their professional regulatory authority. Any student performing or assisting with exposure-prone procedures is expected to know and, if infected, report their status to their respective professional</u></p>

programs where there is a greater potential for transmission of bloodborne pathogens to patients/clients as a result of clinical activities in practice settings, there may be requirements for testing for Hepatitis B and C. Testing may be either a condition of admission or a requirement during the course of a program. All testing will be done through the University Health Centre. Information on any requirements for and timing of testing for particular Faculties, appears in either the Undergraduate Admission section or Program Requirements outlines in the Faculties sections of this Calendar.

An unabridged copy of the Bloodborne Pathogens Policy may be obtained from University Governance (www.governance.ualberta.ca).

regulatory authority or directly to the Alberta Expert Review Panel for Bloodborne Viral Infections. The Panel will provide the student with recommendations for participation in curricular activities and follow-up.

2) **Medical Testing and Immunization**

Requirements: To ensure, insofar as possible, both student and patient safety, the Faculties of Agricultural, Life and Environmental Sciences (Dietetic Interns), Medicine and Dentistry (Medicine, Dentistry, Dental Hygiene, Medical Laboratory Science, Radiation Therapy), Nursing, Pharmacy and Pharmaceutical Sciences, and Rehabilitation Medicine (Occupational Therapy, Physiotherapy, Speech Language Pathology) require immunization against, and/or proof of immunity to the following diseases; diphtheria, tetanus, pertussis, measles, mumps, rubella, varicella and hepatitis B. A one-step tuberculin skin test is also required upon entry into programs. All students must have their immunization status reviewed and updated as necessary by a qualified healthcare professional upon acceptance into a health sciences program. Any fees associated with immunization updates are the responsibility of the student. If unable to meet these requirements due to a medical contraindication(s), students must sign a waiver. Please note the consequences of choosing to sign a waiver may include not being able to attend certain clinical placements or practicums which may affect the student's ability to complete requirements of their degree.

Notes:

(1) For updates on changes to medical testing and immunization requirements refer to the Faculty Student Services offices.

(2) Under the terms of the Student Placement Agreement between the University of Alberta and Alberta Health Services, AHS may remove students who do not meet these immunization requirements during their clinical placement **at any time**. The University can request that AHS perform a risk assessment for those students who do not meet the requirement. Please contact your Faculty office for more information.

1. **Tetanus/Diphtheria:** Documented history of a primary vaccination series is required for both of tetanus and diphtheria, and one documented reinforcing dose of tetanus/diphtheria-containing

- vaccine within the last 10 years.
2. **Pertussis:** One documented dose of acellular pertussis-containing vaccine on/after 18 years of age is required.
 3. **Measles:** Two valid documented doses of measles-containing vaccine are required.
 4. **Mumps:** Two valid documented doses of mumps-containing vaccine are required.
 5. **Rubella:** Legislated under the Public Health Act; Communicable Diseases Regulation, documentation of at least one valid dose of rubella-containing vaccine is required.
 6. **Varicella (Chickenpox):** Documented history of valid age-appropriate varicella vaccine, or laboratory evidence of immunity, or strong history of past infection at 12 months of age or greater is required.
 7. **Tuberculosis:** A single baseline tuberculin skin test (TST) is required upon entry to the programs, within 12 months of the program start date. If the student has documentation of a prior positive TST; a documented chest x-ray within 6 months of the program start date is required. Students with a positive TST who meet the criteria outlined in the AHS Immunization Program Standards manual shall be referred by the treating clinician to TB Services for further assessment.
 8. **Hepatitis B:** Students will be required to show proof of immunity to hepatitis B as per the current Alberta Health Services Standard for Immunization of Health Care Workers.

Please be aware that this calendar section provides a broad outline of immunizations required and adheres to the recommended best practices prescribed by Alberta Health Services, the details of which are found at www.albertahealthservices.ca/10802.asp. This section is subject to change based on any revisions made to the Alberta Health Services Standards Manual.

OUTLINE OF ISSUE
Action Item

Agenda Title: **Proposed Terms of Reference for the *ad hoc* Committee on Academic Governance Including Delegated Authority**

Motion: THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed Terms of Reference for the *ad hoc* Committee on Academic Governance including Delegated Authority as set forth in Attachment 1.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	David Turpin, President and Chair, General Faculties Council
Presenter	David Turpin, President and Chair, General Faculties Council

Details

Responsibility	David Turpin, President and Chair, General Faculties Council
The Purpose of the Proposal is (please be specific)	To recommend Terms of Reference for the <i>ad hoc</i> Committee on Academic Governance including Delegated Authority that was established by General Faculties Council on May 30, 2016.
The Impact of the Proposal is	Once the terms of reference are approved, the <i>ad hoc</i> committee can begin work on reviewing delegated authority and revising the Terms of Reference of GFC and its Standing Committees in order to provide recommendations to GFC on or before April 30, 2017.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	The <i>ad hoc</i> committee will begin to meet upon approval of the terms of reference and membership and will provide a final report and recommendations to GFC no later than April 30, 2017.
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	The <i>ad hoc</i> Committee will be populated as per its Terms of Reference and will establish a meeting scheduled and work plan. Consultation with various constituencies regarding academic governance and delegated authority. Final report on or before 30 April 2016.
Supplementary Notes and context	An earlier draft of the terms of reference was circulated for comment and suggestions of members, to GFC, GFC standing committees, and those individuals receiving meeting notifications for information. Work completed by the Academic Governance Working Group, struck by the GFC Executive Committee in early 2016 will be transferred to the <i>Ad Hoc</i> Committee along with all relevant background information, best practices and literature concerning academic governance.

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u><i>Those who have been informed:</i></u>
	<ul style="list-style-type: none"> • N/A – all are at the consultation level or higher
	<u><i>Those who have been consulted:</i></u>
	<ul style="list-style-type: none"> • General Faculties Council • Members of the Academic Governance Working Group • President • Provost and Vice-President (Academic)
	<u><i>Those who are actively participating:</i></u>
	<ul style="list-style-type: none"> • GFC Executive Committee • University Governance
Approval Route (Governance) (including meeting dates)	GFC Executive –September 12, 2016
Final Approver	GFC –September 26, 2016

Alignment/Compliance

Alignment with Guiding Documents	<p>For the Public Good</p> <p>Institutional Values</p> <p>The University of Alberta community of students, faculty, staff, and alumni rely on shared, deeply held values that guide behaviour and actions. These values are drawn from the principles on which the University of Alberta was founded in 1908 and reflect a dynamic, modern institution of higher learning, leading change nationally and internationally.</p> <p>Above all, we value intellectual integrity, freedom of inquiry and expression, and the equality and dignity of all persons as the foundation of ethical conduct in research, teaching, learning, and service.</p> <p>We value excellence in teaching, research, and creative activity that enriches learning experiences, advances knowledge, inspires engaged citizenship, and promotes the public good.</p> <p>We value learners at all stages of life and strive to provide an intellectually rewarding educational environment for all.</p> <p>We value academic freedom and institutional autonomy as fundamental to open inquiry and the pursuit of truth.</p> <p>We value diversity, inclusivity, and equity across and among our people, campuses, and disciplines.</p> <p>We value creativity and innovation from the genesis of ideas through to the dissemination of knowledge.</p> <p>We value the history and traditions of our university, celebrating with pride our people, achievements, and contributions to society.</p>
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Strategic Goals

Goal: **EXCEL** as individuals, and together, sustain a culture that fosters and champions distinction and distinctiveness in teaching, learning, research, and service.

To excel and achieve our full potential as an institution and as individuals, the University of Alberta will sustain a learning and research culture that inspires, supports, and champions high professional standards and outstanding achievements in basic and applied research and scholarship, creative activity, administration, and governance. We will ensure that learning experiences at our university are of the highest quality, based on a practice of continuous improvement and innovation in teaching. From our broad-based strength as a comprehensive, research-intensive public university, we will highlight current and emerging areas of global distinction and leadership by building a portfolio of signature areas that distinguish us from among our peer institutions and exemplify the University of Alberta's capacity to engage in big questions and global challenges.

Goal: **SUSTAIN** our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.

To achieve our strategic goals, the University of Alberta will attract and steward the resources we need to excel and deliver our core teaching and research mission at the high standard expected by all Albertans. We will build on our capacities for securing new sources of operating, capital, research, and philanthropic funding. We will continue to model and advance teaching and learning in the area of environmental sustainability on our campuses and in our work. We must sustain our people by promoting health, wellness, and safety as a defining feature of the University of Alberta's learning and working experience, and by maintaining and enhancing the university's essential teaching, learning, and research infrastructure. Continuous improvement and cross-unit engagement and co-operation will define our approach to governance and administration to ensure that our systems, policies, and procedures facilitate the achievement of our shared goals.

Objective 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institutions as a whole to achieve shared strategic goals.

Strategy i: Encourage transparency and improve communication across the university through clear consultation and decision-making processes, substantive and timely communication of information, and access to shared, reliable institutional data.

Strategy ii: Ensure that individual and institutional annual review processes align with and support key institutional strategic goals.

Strategy iii: Consolidate unit review and strategic planning processes,

Item No. 8

	<p>and where possible, align with accreditation processes, to ensure efficient assessment practices.</p> <p>Strategy iv: Facilitate easy access to and use of university services and systems; reduce duplication and complexity; and encourage cross-institutional administrative and operational collaboration.</p> <p>Strategy v: Develop a set of equitable, meaningful, and relevant measures to monitor our progress toward strategic goals and develop the tools required to report on them.</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) “Powers of general faculties council” 26(1) Subject to the authority of the board, 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</p> <ul style="list-style-type: none"> (a) exercise any power of a faculty council that the general faculties council considers desirable to exercise; (b) consider and make decisions on the reports of the faculty councils as to the programs of study in the faculties; (c) determine all programs of study to which clause (b) does not apply that are to be offered by the university for credit toward the requirements for any degree or diploma; (d) determine the timetables for examinations and for lectures and other instruction in each faculty; (e) consider and make decisions on the reports of faculty councils as to the appointment of examiners and the conduct and results of examinations in the faculties; (f) provide for the granting and conferring of degrees other than honorary degrees; (g) provide for the preparation and publication of the university calendar; (h) hear and determine appeals from the decisions of faculty councils on applications, requests or petitions by students and others; (i) consider all matters reported to it by any faculty council and communicate its opinion or action on those matters to the faculty council concerned; (j) determine the date for the beginning and end of lectures in the university and also the beginning and end of each university term; (k) make rules and regulations for the management and operation of libraries; (l) recommend to the board the establishment of faculties, schools, departments, chairs and programs of study in the university in any subject that the general faculties council thinks fit; (m) make rules and regulations respecting academic awards; (n) determine standards and policies respecting the admission of persons to the university as students; (o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in 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;
(p) authorize lecturing and teaching on the university premises by persons other than members of the staff of the university;
(q) authorize a school to have a school council of the same nature and with the same powers, duties and functions as a faculty council and, in its discretion, revoke any authority so given.

(2) Any recommendations from the general faculties council to the board must be transmitted to the board through the president.

(3) A general faculties council may delegate any of its powers, duties and functions under this Act, including the powers referred to in section 31, as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of subdelegation.”

2. General Faculties Council Terms of Reference / 3. Mandate “Powers Retained by General Faculties Council”

All powers and responsibilities under Section 26 of the PSLA not expressly delegated now or in the future shall be retained by General Faculties Council. (GFC 02 DEC 1966)

The issues which remain with GFC or which would be referred by a Standing Committee to GFC would generally be in the nature of the following:

- high level strategic and stewardship policy issues or matters of significant risk to the University;
- alterations to the mandate, terms of reference, composition, or structure of a Standing Committee;
- those things which a Standing Committee considers to be of major strategic significance to or long-term impact on the University;
- those matters on which, in the opinion of a Standing Committee chair, there has been a strong division of opinion within the Standing Committee; and
- issues in which there is a lack of clarity as to which Standing Committee is responsible.

3. General Faculties Council Terms of Reference / 4. General Faculties Council Procedures

[...]

New Committees and Ad Hoc Committees

- a) **New Committees:** When GFC establishes a new committee, GFC (or delegate body) shall provide clear, explicit, and detailed terms of reference. (GFC 24 NOV 1980)
- b) **Ad Hoc Committees:** When an ad hoc committee is in doubt as to the scope of its terms of reference, it shall seek clarification and guidance from the Executive Committee of General Faculties Council. (EXEC JUN 1971)

When GFC establishes an ad hoc committee, a reporting date shall be set by the Secretary to GFC. (EXEC 03 MAY 1982)

Item No. 8

	<p>Ad hoc committees shall be considered as being discharged once their reports are received or accepted by General Faculties Council unless the committee recommends otherwise, or General Faculties Council requests it to continue. (GFC 29 APR 1968)</p> <p>4. 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.” [...]</p> <p>5. Agendas of General Faculties Council 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>When ordering items, the GFC Executive Committee will be mindful of any matters that are of particular concern to students during March and April so that the student leaders who bring those items forward are able to address these items at GFC before their terms end. (EXEC 06 NOV 2006) [...]</p> <p>With respect to recommendations from other bodies and other GFC committees, however, 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>
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Attachments (each to be numbered 1 - 2)

1. Attachment 1-Draft Terms of Reference (2 pages)

Prepared by: Amissa Jablonski, Academic Governance Initiatives Coordinator, amissa.jablonski@ualberta.ca

Attachment 1:

General Faculties Council *ad hoc* committee on Academic Governance including Delegated Authority

Purpose:

To draft revised Terms of Reference of GFC and all GFC standing committees, updating delegated authorities for recommendation to GFC by April 30, 2017

Suggested Composition:

A minimum of one member of the Academic Governance Working Group
Up to four (4) faculty members with various GFC standing committee experiences, such as current or recent GFC membership or having served on a major standing committee
One member of the university community with broad governance expertise
Two (2) students – one graduate and one undergraduate – with broad university governance experience
Up to two (2) non-faculty staff members

Resource members: Meg Brolley, Marion Haggarty France, Amissa Jablonski, others as required (Academic Governance Working Group, Provost's Office, Registrar's Office, etc)

Chair to be elected from the *ad hoc* committee

Meetings:

The *ad hoc* committee will meet once or twice a month from October to April. A tentative meeting schedule will be drafted.

As with other GFC committees, the *ad hoc* committees meetings will be open to observers. Guests will be invited to attend as required. Other consultation activities will be determined by the *ad hoc* committee.

Terms of Reference:

1. To examine the terms of reference of all GFC standing committees paying particular attention to:
 - Mandate (structured appropriately? Duplication? Gaps? Current practice)
 - Delegated authority
 - Committee composition (appropriate size and membership)
 - Current context
2. To identify the key elements in each GFC Standing Committee's role as it relates to the responsibilities and efficacy of the overall academic governance of GFC.
3. To initiate discussion on any other matters the *ad hoc* committee considers relevant to its purpose and to provide recommendations on other matters related to academic governance that arise during the review.
4. To be informed by the GFC discussions in 2015-16 (March 21 [materials](#) and [minutes](#); May 2 [materials](#) and [minutes](#)), including documents such as '[A Reflection on the State of](#)

[Academic Governance at the University of Alberta](#)' and other literature and best practices in the field.

5. To provide recommendations on revisions to the terms of reference including delegated authority for GFC and GFC standing committees.
6. Identify further steps (ie administrative delegations, faculty councils, UAPPOL).
7. Provide regular status reports to GFC.

Timeline:

Final report and recommendations to be submitted to GFC for approval no later than April 30, 2017

**Ad hoc Committee on Academic Governance and Delegated Authority
Proposed Meeting Schedule**

Option 1 – Mondays 1:30 – 3:30 pm

- Oct 3
- Oct 24
- Nov 14
- Dec 12
- Jan 9
- Jan 23
- Feb 6
- Feb 27
- Mar 13
- Mar 27
- Apr 3

Option 2 - Tuesdays 1:00 – 3:00 PM

- Oct 4
- Oct 25
- Nov 15
- Dec 6
- Jan 10
- Jan 31
- Feb 14
- Mar 7
- Mar 28
- Apr 11

Option 3 - Wednesdays 9:00 – 11:00 AM

- Oct 5
- Oct 26
- Nov 16
- Dec 7
- Jan 11
- Feb 1
- Feb 15
- Mar 8
- Mar 29
- Apr 12

OUTLINE OF ISSUE
Action Item

Agenda Title: **Proposed Membership for the *ad hoc* Committee on Academic Governance including Delegated Authority**

Motion: THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed membership for the *ad hoc* Committee on Academic Governance including Delegated Authority.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	David Turpin, President and Chair, General Faculties Council
Presenter	David Turpin, President and Chair, General Faculties Council

Details

Responsibility	David Turpin, President and Chair, General Faculties Council
The Purpose of the Proposal is (please be specific)	To recommend membership for the <i>ad hoc</i> Committee on Academic Governance including Delegated Authority to General Faculties Council (GFC).
The Impact of the Proposal is	Once the membership on the <i>ad hoc</i> committee is approved, it will begin work according to the committee's Terms of Reference.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Effective immediately.
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	The <i>ad hoc</i> committee will begin to meet without delay to establish a work plan and begin activities.
Supplementary Notes and context	GFC members were invited to indicate interest in participating in this committee at the May 30, 2016 meeting. Additionally, suggestions for membership on the committee and input into the terms of reference was solicited by email July 8, 2016.

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity)	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> • President • GFC Executive Committee
<For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> • General Faculties Council, members of GFC standing committees • University Governance
Approval Route (Governance) (including meeting dates)	GFC Executive –September 12, 2016
Final Approver	General Faculties Council –September 26, 2016

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p>For the Public Good</p> <p>Institutional Values</p> <p>The University of Alberta community of students, faculty, staff, and alumni rely on shared, deeply held values that guide behaviour and actions. These values are drawn from the principles on which the University of Alberta was founded in 1908 and reflect a dynamic, modern institution of higher learning, leading change nationally and internationally.</p> <p>Above all, we value intellectual integrity, freedom of inquiry and expression, and the equality and dignity of all persons as the foundation of ethical conduct in research, teaching, learning, and service.</p> <p>We value excellence in teaching, research, and creative activity that enriches learning experiences, advances knowledge, inspires engaged citizenship, and promotes the public good.</p> <p>We value learners at all stages of life and strive to provide an intellectually rewarding educational environment for all.</p> <p>We value academic freedom and institutional autonomy as fundamental to open inquiry and the pursuit of truth.</p> <p>We value diversity, inclusivity, and equity across and among our people, campuses, and disciplines.</p> <p>We value creativity and innovation from the genesis of ideas through to the dissemination of knowledge.</p> <p>We value the history and traditions of our university, celebrating with pride our people, achievements, and contributions to society.</p> <p>Strategic Goals</p> <p>Goal: EXCEL as individuals, and together, sustain a culture that fosters and champions distinction and distinctiveness in teaching, learning, research, and service.</p> <p>To excel and achieve our full potential as an institution and as individuals, the University of Alberta will sustain a learning and research culture that inspires, supports, and champions high professional standards and outstanding achievements in basic and applied research and scholarship, creative activity, administration, and governance. We will ensure that learning experiences at our university are of the highest quality, based on a practice of continuous improvement and innovation in teaching. From our broad-based strength as a comprehensive, research-intensive public university, we will highlight current and emerging areas of global distinction and leadership by building a portfolio of signature areas that distinguish us from among our peer institutions and exemplify</p>
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Item No. 9

	<p>the University of Alberta’s capacity to engage in big questions and global challenges.</p> <p>Goal: SUSTAIN our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</p> <p>To achieve our strategic goals, the University of Alberta will attract and steward the resources we need to excel and deliver our core teaching and research mission at the high standard expected by all Albertans. We will build on our capacities for securing new sources of operating, capital, research, and philanthropic funding. We will continue to model and advance teaching and learning in the area of environmental sustainability on our campuses and in our work. We must sustain our people by promoting health, wellness, and safety as a defining feature of the University of Alberta’s learning and working experience, and by maintaining and enhancing the university’s essential teaching, learning, and research infrastructure. Continuous improvement and cross-unit engagement and co-operation will define our approach to governance and administration to ensure that our systems, policies, and procedures facilitate the achievement of our shared goals.</p> <p>Objective 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institutions as a whole to achieve shared strategic goals.</p> <p>Strategy i: Encourage transparency and improve communication across the university through clear consultation and decision-making processes, substantive and timely communication of information, and access to shared, reliable institutional data.</p> <p>Strategy ii: Ensure that individual and institutional annual review processes align with and support key institutional strategic goals.</p> <p>Strategy iii: Consolidate unit review and strategic planning processes, and where possible, align with accreditation processes, to ensure efficient assessment practices.</p> <p>Strategy iv: Facilitate easy access to and use of university services and systems; reduce duplication and complexity; and encourage cross-institutional administrative and operational collaboration.</p> <p>Strategy v: Develop a set of equitable, meaningful, and relevant measures to monitor our progress toward strategic goals and develop the tools required to report on them.</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) “Powers of general faculties council” 26(1) Subject to the authority of the board, 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</p>

Item No. 9

- (a) exercise any power of a faculty council that the general faculties council considers desirable to exercise;
- (b) consider and make decisions on the reports of the faculty councils as to the programs of study in the faculties;
- (c) determine all programs of study to which clause (b) does not apply that are to be offered by the university for credit toward the requirements for any degree or diploma;
- (d) determine the timetables for examinations and for lectures and other instruction in each faculty;
- (e) consider and make decisions on the reports of faculty councils as to the appointment of examiners and the conduct and results of examinations in the faculties;
- (f) provide for the granting and conferring of degrees other than honorary degrees;
- (g) provide for the preparation and publication of the university calendar;
- (h) hear and determine appeals from the decisions of faculty councils on applications, requests or petitions by students and others;
- (i) consider all matters reported to it by any faculty council and communicate its opinion or action on those matters to the faculty council concerned;
- (j) determine the date for the beginning and end of lectures in the university and also the beginning and end of each university term;
- (k) make rules and regulations for the management and operation of libraries;
- (l) recommend to the board the establishment of faculties, schools, departments, chairs and programs of study in the university in any subject that the general faculties council thinks fit;
- (m) make rules and regulations respecting academic awards;
- (n) determine standards and policies respecting the admission of persons to the university as students;
- (o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in 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;
- (p) authorize lecturing and teaching on the university premises by persons other than members of the staff of the university;
- (q) authorize a school to have a school council of the same nature and with the same powers, duties and functions as a faculty council and, in its discretion, revoke any authority so given.

(2) Any recommendations from the general faculties council to the board must be transmitted to the board through the president.

(3) A general faculties council may delegate any of its powers, duties and functions under this Act, including the powers referred to in section 31, as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of subdelegation.”

**2. General Faculties Council Terms of Reference / 3. Mandate
“Powers Retained by General Faculties Council”**

All powers and responsibilities under Section 26 of the PSLA not expressly delegated now or in the future shall be retained by General Faculties Council. (GFC 02 DEC 1966)

The issues which remain with GFC or which would be referred by a Standing Committee to GFC would generally be in the nature of the following:

- high level strategic and stewardship policy issues or matters of significant risk to the University;
- alterations to the mandate, terms of reference, composition, or structure of a Standing Committee;
- those things which a Standing Committee considers to be of major strategic significance to or long-term impact on the University;
- those matters on which, in the opinion of a Standing Committee chair, there has been a strong division of opinion within the Standing Committee; and
- issues in which there is a lack of clarity as to which Standing Committee is responsible.

**3. General Faculties Council Terms of Reference / 4. General
Faculties Council Procedures**

[...]

New Committees and Ad Hoc Committees

a) **New Committees:** When GFC establishes a new committee, GFC (or delegate body) shall provide clear, explicit, and detailed terms of reference. (GFC 24 NOV 1980)

b) **Ad Hoc Committees:** When an ad hoc committee is in doubt as to the scope of its terms of reference, it shall seek clarification and guidance from the Executive Committee of General Faculties Council. (EXEC JUN 1971)

When GFC establishes an ad hoc committee, a reporting date shall be set by the Secretary to GFC. (EXEC 03 MAY 1982)

Ad hoc committees shall be considered as being discharged once their reports are received or accepted by General Faculties Council unless the committee recommends otherwise, or General Faculties Council requests it to continue. (GFC 29 APR 1968)

**4. 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.”

[...]

5. Agendas of General Faculties Council

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.

Item No. 9

	<p>When ordering items, the GFC Executive Committee will be mindful of any matters that are of particular concern to students during March and April so that the student leaders who bring those items forward are able to address these items at GFC before their terms end. (EXEC 06 NOV 2006)</p> <p>[...]</p> <p>With respect to recommendations from other bodies and other GFC committees, however, 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>
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Attachments (each to be numbered 1 - <>)

1. Attachment 1-Proposed list of Committee members (1 page)

Prepared by: Amissa Jablonski, Academic Governance Initiatives Coordinator, amissa.jablonski@ualberta.ca

General Faculties Council *ad hoc* committee on Academic Governance including Delegated Authority

Proposed Membership:

A minimum of one member of the Academic Governance Working Group
Mark Loewen, Faculty of Engineering

Up to four (4) faculty members with various GFC standing committee experiences
Deborah Burshtyn, Faculty of Graduate Studies
Elaine Geddes, Faculty of Business
Marc de Montigny, Faculté Saint-Jean

One member of the university community with broad governance expertise
Steve Patten, Faculty of Arts

Two (2) students – one graduate and one undergraduate – with broad university governance experience
Leigh Spanner – Grad Student
Marina Banister – Undergraduate Student

Up to two (2) non-faculty staff members
Betty-Jo Werthmann, Education
Julie Naylor, Science