

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, April 09, 2018 meeting:

Agenda Title: **Proposed Changes to Composition of Faculty Council, Faculty of Medicine and Dentistry**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from the General Faculties Council, proposed changes to the composition of Council of the Faculty of Medicine and Dentistry as set forth in Attachment 1, submitted by the Faculty of Medicine and Dentistry, to take effect upon final approval.

Final Item 4.

Agenda Title: **Proposal to include the Centre Collégial de l'Alberta (CCA) in the University Calendar**

CARRIED MOTION: THAT GFC Executive Committee, under delegated authority from GFC, approve the proposed University Calendar changes, as submitted by the Centre collegial de l'Alberta (in cooperation with Faculté Saint-Jean) and as set forth in Attachment 2, to take effect upon final approval.

Final Item 5.

Agenda Title: **Proposed New Course Designators of AUFAR (Augustana Fine Arts), AUHUM (Augustana Humanities), AUSCI (Augustana Science) and AUSSC (Augustana Social Sciences) in Augustana Faculty**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the new course designators of AUFAR (Augustana Fine Arts), AUHUM (Augustana Humanities), AUSCI (Augustana Science) and AUSSC (Augustana Social Sciences) in Augustana Faculty, to take effect for Fall Term 2018.

Final Item 6.

Agenda Title: **Terms of Reference for a new free-standing GFC Nominating Committee and Disbandment of the GFC Replenishment Committee**

CARRIED MOTION: THAT the GFC Executive Committee recommends that General Faculties Council approves the terms of reference for a free-standing GFC Nominating Committee as set forth in Attachment 1, to take effect July 1, 2018, and approve the accompanying transition plan, as set forth in Attachment 2, to take effect May 1 until June 30, 2018.

CARRIED MOTION: THAT GFC Executive Committee recommends that General Faculties Council approves the disbandment of the GFC Replenishment Committee, effective June 30, 2018.

Final Item 7.

Agenda Title: **Re-appointment of Professor Steven Penney as Chair of the GFC Student Conduct Policy Committee (SCPC)**

CARRIED MOTION: THAT the GFC Executive Committee, under delegated authority from General Faculties Council, reappoint Professor Steven Penney to the position of Chair of the GFC Student Conduct Policy Committee for a one year term beginning July 1, 2018 and ending June 30, 2019.

Final Item 8.

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 April 30, 2018 meeting of General Faculties Council.

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OUTLINE OF ISSUE
Action Item

Agenda Title: **Proposed Changes to Composition of Faculty Council, Faculty of Medicine and Dentistry**

Motion: THAT the GFC Executive Committee approve, under delegated authority from the General Faculties Council, proposed changes to the composition of Council of the Faculty of Medicine and Dentistry as set forth in Attachment 1, submitted by the Faculty of Medicine and Dentistry, to take effect upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Richard Fedorak, Dean, Faculty of Medicine and Dentistry
Presenter	Dennis Kunimoto, Vice Dean Faculty Affairs, Faculty of Medicine and Dentistry

Details

Responsibility	General Faculties Council
The Purpose of the Proposal is (please be specific)	To update the composition of the Council of the Faculty of Medicine and Dentistry to better reflect all current undergraduate and graduate program students and provincial regulatory authorities, the addition of some Academic Teaching Staff individuals to the composition of the Faculty, and remove redundancy with Health Sciences Council.
The Impact of the Proposal is	To reflect current reality of participation in Council activities by external and other organizations, undergraduate and graduate students, new academic staff, and streamline function of the Council.
Replaces/Revises (eg, policies, resolutions)	Section 55.5.10 of the GFC Policy Manual re Composition of the Council of the Faculty of Medicine and Dentistry, last revised November 2017
Timeline/Implementation Date	Upon final approval
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	Once approved the Council will function with those members the changes outline
Supplementary Notes and context	The essential composition of the Council, ex officio leaders, category A1.0 academic staff and student participation has not changed.

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>Those who have been informed:</u>
	<ul style="list-style-type: none"> • Chairs Committee of the Faculty of Medicine and Dentistry • Dean's Executive Committee • Faculty Council
	<u>Those who have been consulted:</u>
	<ul style="list-style-type: none"> • Dean of the Faculty of Medicine and Dentistry assisted by the Vice Dean Faculty Affairs consulted, discussed and received feedback from the Council of the Faculty of Medicine and Dentistry, other Faculties in the University, regulatory authorities of all five health professional education programs, student groups.

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	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> • Council of the Faculty of Medicine and Dentistry
Approval Route (Governance) (including meeting dates)	Faculty of Medicine and Dentistry Council (March 20, 2018) for recommendation GFC Executive Committee (April 9, 2018)
Final Approver	GFC Executive Committee

Alignment/Compliance

Alignment with Guiding Documents	<i>For the Public Good</i> Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. <i>Post-Secondary Learning (PSLA):</i> “Faculty Councils 28(1) Each faculty of a university must have a faculty council. (2) A faculty council (...) shall consist of (a) the dean of the faculty, who is also the chair (b) the president (c) all full-time members of the academic staff of the faculty (d) any representative of a professional association appointed pursuant to subsection (4), and (e) any other persons who are appointed to the faculty council by the general faculties council on the recommendation of the faculty council.”</p> <p>2. <i>GFC Executive Committee Terms of Reference</i> “8a. Appointments to Faculty Councils: The Executive Committee of General Faculties Council shall be authorized to make appointments to Faculty Councils on their recommendations.</p> <p>With respect to appointments of external members to Faculty Councils, approval of the positions by the Executive Committee, on behalf of GFC, shall suffice.”</p>

Attachments (each to be numbered 1 - <>)

1. Attachment 1: Comparative Table of Proposed Revisions to the Current Composition of the Council of the Faculty of Medicine and Dentistry
2. Attachment 2: Proposed Faculty Council membership

ATTACHMENT 1: Comparative Table of Proposed Revisions to the Current Composition of the Council of the Faculty of Medicine and Dentistry

55.5.10 Council of the Faculty of Medicine and Dentistry

OLD	DELETIONS/ADDITIONS	COMMENT
Ex officio	No Change	
Dean	No Change	
President	No Change	
Vice Deans, Associate and Assistant Deans	No Change	
Directors of Faculty Divisions (free standing and departmental)	No Change	
Program Directors for the Royal College of Physicians and Surgeons of Canada or College of Family Physicians	CHANGE - Residency Program Directors for the Royal College of Physicians and Surgeons of Canada and College of Family Physicians of Canada residency programs	
Administrative Officer	CHANGE - Chief Operating Officer for the Faculty	
Executive Assistant to the Dean	CHANGE – moved to Ex Officio (Non-Voting) list	
Additional members In addition, all academic staff in Category A1.0 of the Faculty (GFC 28 NOV 1988) (EXEC 19 MAR 1998)	CHANGE - All academic staff in Category A1.0 of the Faculty (GFC 28 NOV 1988) (EXEC 19 MAR 1998), and all Career track Academic Teaching Staff under Category A2.2 of the Faculty (GFC 01 JUL 2017)	
Registrar - University of Alberta	CHANGE - moved to Ex Officio (Non-Voting) list	
Registrar - Alberta Dental Association	NO CHANGE	
Registrar - Alberta Dental Hygienist Association	NO CHANGE	
One representative Alberta Medical Association	DELETE	
Registrar - College of Physicians & Surgeons of Alberta	NO CHANGE	
One representative Alberta Health Services	DELETE	
Dean Faculty of Nursing	DELETE	
Dean Faculty of Pharmacy and Pharmaceutical Sciences	DELETE	
Dean Faculty of Rehabilitation Medicine	DELETE	
Dean Faculty of Physical Education & Recreation	DELETE	

Dean School of Public Health	DELETE	
One representative Faculty of Science	DELETE	
One medical librarian	CHANGE - One representative of the Library (preferably health sciences) – moved to Ex Officio (Non-Voting) list	
Registrar, College of Medical Laboratory Technologists of Alberta (or delegate)	ADDITION	
	ADDITION - Registrar, Alberta College of Medical Diagnostic and Therapeutic Technologists (or delegate)	
One medical laboratory science student, and four undergraduate medical students, as selected by the Medical Students Association using whatever method the Association deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Medical Students' Association to the Faculty Office, and the Students' Union. If the Association is unable to fill the required number of undergraduate students by September 30 of each year, then the Students' Union will be responsible for the selection of the undergraduate representatives.	CHANGE - One (1) medical laboratory science undergraduate student, as selected by the using whatever method the Medical Laboratory Students Association deems suitable. Once selected, the Medical Laboratory Science Students Association provides the student's name and contact information to the Faculty Office (Executive Assistant to the Vice Dean Faculty Affairs) and the Students' Union. If the Association is unable to fill the required number of undergraduate students by September 1 of each year, then the Students' Union will be responsible for the selection of the undergraduate representative.	
One medical laboratory science student, and four undergraduate medical students, as selected by the Medical Students Association using whatever method the Association deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Medical	CHANGE - Four (4) medical undergraduate students, as selected by the Medical Students Association using whatever method the Association deems suitable. Once selected, the Medical Students' Association provides the students' names and contact information to the Faculty Office (Executive	

<p>Students' Association to the Faculty Office, and the Students' Union. If the Association is unable to fill the required number of undergraduate students by September 30 of each year, then the Students' Union will be responsible for the selection of the undergraduate representatives.</p>	<p>Assistant to the Vice Dean Faculty Affairs) and the Students' Union. If the Association is unable to fill the required number of undergraduate students by September 1 of each year, then the Students' Union will be responsible for the selection of the undergraduate representatives.</p>	
<p>One dental hygiene undergraduate student, and two dentistry undergraduate students, as selected by the Dentistry Students' Association using whatever method the Association deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Dentistry Students' Association to the Faculty Office, and the Students' Union. If the Association is unable to fill the required number of undergraduate students by September 30 of each year, then the Students' Union will be responsible for the selection of the undergraduate representatives.</p>	<p>CHANGE - One (1) dental hygiene undergraduate student, and two (2) dentistry undergraduate students, as selected by the Dentistry Students Association using whatever method the Association deems suitable. Once selected, the Dentistry Students Association provides the students' names and contact information by to the Faculty Office (Executive Assistant to the Vice Dean Faculty Affairs) and the Students' Union. If the Association is unable to fill the required number of undergraduate students by September 1 of each year, then the Students' Union will be responsible for the selection of the undergraduate representatives.</p>	
	<p>ADDITION - One (1) radiation therapy undergraduate student, as selected by the Radiation Therapy Students Association using whatever method the Association deems suitable. Once selected the Radiation Therapy Students Association provides the student's name and contact information the Faculty Office (Executive Assistant to the Vice Dean Faculty Affairs) and the</p>	

	<p>Students' Union. If the Association is unable to fill the required number of undergraduate students by September 1 of each year, then the Students' Union will be responsible for the selection of the undergraduate representatives.</p>	
<p>Three graduate students: One graduate student from a clinical department and one from a basic science department appointed by the Graduate Medical Students' Association. One graduate student appointed by the Graduate Dental Students' Association. If a Graduate Student association does not exist, then a graduate student will be elected through an election held by the Associate Dean responsible for Graduate Programs.</p>	<p>CHANGE - Three (3) graduate students as follows: The Graduate Students Association (GSA) will conduct the election of the graduate student representatives. The GSA will provide the students' names and contact information to the Faculty Office (Executive Assistant to the Vice Dean Faculty Affairs) prior to September 1 each year. Student selection as follows:</p> <ul style="list-style-type: none"> • One (1) graduate student from a graduate program in a clinical department (Laboratory Medicine & Pathology, Medical Genetics, Medicine, Oncology, Psychiatry, Surgery, and the Medical Sciences Graduate Program [excluding Dentistry]); • one (1) graduate student from a graduate program in a basic science department (Biochemistry, Biomedical Engineering, Cell Biology, Medical Microbiology & Immunology, Neuroscience, Pharmacology and Physiology); and • one (1) graduate student from the department of Dentistry. 	
<p>Specified clinical academic colleagues appointed to Faculty Council by the dean</p>	<p>NO CHANGE</p>	
	<p>ADDITION - Other guests</p>	

	invited by the Dean from time to time	
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ATTACHMENT 2: Proposed Faculty Council membership

55.5.10 Council of the Faculty of Medicine and Dentistry

1. Ex officio (Voting)

Dean (Chair of Faculty Council)

President, University of Alberta

Vice Deans, Associate Deans, and Assistant Deans

Directors of Faculty Divisions (free standing and department-based)

Residency Program Directors for the Royal College of Physicians and Surgeons of Canada and College of Family Physicians of Canada residency programs

Chief Operating Officer for the Faculty

All academic staff in Category A1.0 of the Faculty (GFC 28 NOV 1988) (EXEC 19 MAR 1998), and all Career track Academic Teaching Staff under Category A2.2 of the Faculty (GFC 01 JUL 2017)

Registrar, College of Physicians and Surgeons of Alberta (or delegate)

Registrar, Alberta Dental Association and College (or delegate)

Registrar, College of Registered Dental Hygienists of Alberta (or delegate)

Registrar, College of Medical Laboratory Technologists of Alberta (or delegate)

Registrar, Alberta College of Medical Diagnostic and Therapeutic Technologists (or delegate)

2. Elected (Voting)

Four (4) medical undergraduate students, as selected by the Medical Students Association using whatever method the Association deems suitable. Once selected, the Medical Students' Association provides the students' names and contact information to the Faculty Office (Executive Assistant to the Vice Dean Faculty Affairs) and the Students' Union. If the Association is unable to fill the required number of undergraduate students by September 1 of each year, then the Students' Union will be responsible for the selection of the undergraduate representatives.

One (1) medical laboratory science undergraduate student, as selected by the using whatever method the Medical Laboratory Students Association deems suitable. Once selected, the Medical Laboratory Science Students Association provides the student's name and contact information to the Faculty Office (Executive Assistant to the Vice Dean Faculty Affairs) and the Students' Union. If the Association is

unable to fill the required number of undergraduate students by September 1 of each year, then the Students' Union will be responsible for the selection of the undergraduate representative.

One (1) dental hygiene undergraduate student, and two (2) dentistry undergraduate students, as selected by the Dentistry Students Association using whatever method the Association deems suitable. Once selected, the Dentistry Students Association provides the students' names and contact information by to the Faculty Office (Executive Assistant to the Vice Dean Faculty Affairs) and the Students' Union. If the Association is unable to fill the required number of undergraduate students by September 1 of each year, then the Students' Union will be responsible for the selection of the undergraduate representatives.

One (1) radiation therapy undergraduate student, as selected by the Radiation Therapy Students Association using whatever method the Association deems suitable. Once selected the Radiation Therapy Students Association provides the student's name and contact information the Faculty Office (Executive Assistant to the Vice Dean Faculty Affairs) and the Students' Union. If the Association is unable to fill the required number of undergraduate students by September 1 of each year, then the Students' Union will be responsible for the selection of the undergraduate representatives.

Three (3) graduate students as follows: The Graduate Students' Association (GSA) will conduct the election of the graduate student representatives. The GSA will provide the students' names and contact information to the Faculty Office (Executive Assistant to the Vice Dean Faculty Affairs) prior to September 1 each year. Student selection as follows:

- One (1) graduate student from a graduate program in a clinical department (Laboratory Medicine & Pathology, Medical Genetics, Medicine, Oncology, Psychiatry, Surgery, and the Medical Sciences Graduate Program [excluding Dentistry]);
- one (1) graduate student from a graduate program in a basic science department (Biochemistry, Biomedical Engineering, Cell Biology, Medical Microbiology & Immunology, Neuroscience, Pharmacology and Physiology); and
- one (1) graduate student from the department of Dentistry.

4. Ex Officio (Non-voting)

Registrar (or delegate)

Assistant Dean Advancement

One representative of the Library (preferably health sciences)

Executive Assistant to the Dean

Other specified clinical academic colleagues appointed to Faculty Council by the Dean, and

Other guests invited by the Dean from time to time

OUTLINE OF ISSUE
Action Item

Agenda Title: **Proposal to include the Centre Collégial de l'Alberta (CCA) in the University Calendar**

Motion: THAT GFC Executive Committee, under delegated authority from GFC, approve the proposed University Calendar changes, as submitted by the Centre collegial de l'Alberta (in cooperation with Faculté Saint-Jean) and as set forth in Attachment 2, to take effect upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Pierre-Yves Mocquais, Dean, Faculté Saint-Jean
Presenter	Pierre-Yves Mocquais, Dean, Faculté Saint-Jean Dolorèse Nolette, Assistant Dean and Director, Centre Collégial de l'Alberta

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To include the Centre Collégial de l'Alberta (CCA) within the University Calendar.
The Impact of the Proposal is	Including CCA within the University Calendar establishes a formal presence within a primary institutional document and will provide current and prospective students with pertinent information about CCA programming. The proposed Calendar entry positions this content within the section under Faculté Saint-Jean.
Replaces/Revises (eg, policies, resolutions)	Centre collégial de l'Alberta Calendar (external publication on the Faculté Saint-Jean website)
Timeline/Implementation Date	Upon final approval.
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	Once approved through University Governance, this proposal will be submitted to the Registrar's Office.
Supplementary Notes and context	<ul style="list-style-type: none"> • The Centre collegial de l'Alberta(CCA) offers college level programs as part of Faculty Saint-Jean. The CCA was created by a Board of Governors' motion on March 28, 2008. On July 17, 2009, the Minister of Advanced Education and Technology approved an amendment to the University of Alberta's mandate to allow French-language college-level certificate and diploma programs. • Final approval was granted by the Board of Governors on June 17, 2011, giving the CCA the go-ahead to offer a <i>Technique en administration des affaires</i> (Business Administration) diploma program. • On May 7, 2012, the GFC Executive Committee received an update from CCA representatives on the publication of an external stand-alone CCA Calendar. • In December 2012, the GFC Executive Committee, on behalf of GFC, approved the delegation to the GFC Academic Planning Committee to approve diploma programs offered by CCA. • The CCA welcomed its first cohort in the Fall of 2014, initiating its <i>Technique en administration des affaires</i> (Business Administration) diploma program. It has since received approval

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	<p>to offer and implemented a <i>Gestion touristique</i> (Tourism Management) diploma program. APC has since approved a <i>Préposé aux soins de santé</i> (Health Care Aide program) and an <i>Éducation à la petite enfance—Niveau II</i> (Early Childhood Educator—Worker) and <i>Éducation à la petite enfance—Superviseur</i> (Early Childhood Educator-Supervisor) but CCA is waiting for Government of Alberta approval before implementing these programs.</p> <ul style="list-style-type: none"> • A specific governance model for the CCA was approved by Faculté Saint-Jean Faculty Council in March 2015 and implemented in early 2015. It saw the creation of an Executive College Committee which acts under delegated authority of Faculté Saint-Jean Faculty Council. The Executive College Committee meets monthly.
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Engagement and Routing (Include meeting dates)

<p>Participation: (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><u><i>Those who have been informed:</i></u></p> <ul style="list-style-type: none"> • October 6, 2017: Faculté Saint-Jean Council (for information)
	<p><u><i>Those who have been consulted:</i></u></p> <ul style="list-style-type: none"> • Office of the Provost and Vice-President (Academic) • Office of the Vice-Provost and University Registrar • FSJ faculty members and staff • GFC Executive Committee (May 7, 2012)
	<p><u><i>Those who are actively participating:</i></u></p> <ul style="list-style-type: none"> • Centre collegial de l'Alberta, Program Planning Committee <ul style="list-style-type: none"> ○ January 10, 2017 ○ March 7, 2017 ○ September 26, 2017 (recommendation) • FSJ Dean and Associate Deans • Centre collegial de l'Alberta Executive Committee: November 16, 2017 (approval)
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC Executive Committee (April 9, 2018)</p>
<p>Final Approver</p>	<p>GFC Executive Committee (April 9, 2018)</p>

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<ul style="list-style-type: none"> • Centre collegial de l'Alberta's Strategic Plan • University of Alberta Institutional Strategic Plan – <i>For the Public Good</i> <p>GOAL: Experience diverse and rewarding learning opportunities that inspire us, nurture our talents, expand our knowledge and skills, and enable our success.</p> <p>9. OBJECTIVE: Enhance, support, and mobilize the unique experiences and cultures of all University of Alberta campuses to the benefit of the University as a whole.</p> <p>ii. Strategy: Highlight and strengthen the role that Campus Saint-Jean plays in reflecting and reinforcing the linguistic duality of Canada as well as the worldwide multi-ethnic Francophonie, by positioning the University</p>
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	locally, nationally, and internationally as a destination of choice for francophone and bilingual students, and by progressively improving Faculté Saint-Jean students' and applicants' access to French-language services.
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): The PSLA gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)).</p> <p>2. GFC Executive Committee Terms of Reference: "3. Mandate: 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)."</p>

Attachments:

1. Attachment 1: Proposed placement within the University Calendar
2. Attachment 2: Proposed Calendar Change

Prepared by: Dolorèse Nolette, Assistant Dean and Director, CCA, dnolette@ualberta.ca

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Faculté Saint-Jean (English)

Please Note:

The Professors

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General Information

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Regulations of the Faculté

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Programs of Study

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Centre collégiale de l'Alberta

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Programs

Undergraduate

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- [Bachelor of Science in Engineering](#)
- [Bachelor of Science in Nursing \(Bilingual\)](#)
- [Bilingual Bachelor of Commerce](#)
- [Degree of Bachelor of Education](#)
- [Degree of Bachelor of Science](#)

Proposed Calendar changes

CURRENT	PROPOSED
NEW	<p>General Information</p> <p>History Over the past twenty years, there has been growing support for the development of College-level programs offered in French. A proposal was submitted to the Board of Governors of the University of Alberta seeking to establish Centre collégial de l’Alberta within Faculté Saint-Jean to respond to these needs.</p> <p>College diploma programs are generally two years in length and serve to prepare graduates for employment in a broad range of entry-level positions. Certificate programs are primarily one year of study and also prepare graduates for entry-level employment.</p> <p>Linguistic Policy : Further information can be obtained from the appropriate Faculty Saint-Jean Calendar section.</p> <p>Services : Further information can be obtained from the appropriate Faculty Saint-Jean Calendar section.</p>
NEW	<p>Regulations of the Centre collegial de l’Alberta</p> <p>Admission</p> <p>Application for Admission : Application procedure is explained on the Centre collégial de l’Alberta web site. www.centrecollegialalberta.com</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Deadlines for applications for admission and readmission are posted on the Centre collégial de l’Alberta Web Site at www.centrecollegialalberta.com; 2. Please take note that the Application fees are non-refundable. <p>Admission Requirements</p> <p>French Language Proficiency : French is the language of instruction in all programs at Centre collégial de l’Alberta. <i>Unless stated otherwise in specific programs,</i> French language proficiency is demonstrated by :</p> <ol style="list-style-type: none"> 1. Successful completion of the following Alberta Education curriculum <ol style="list-style-type: none"> a. Français 30-1, 30-2 b. French Language Arts 30-1, 30-2 c. French 30 (9 year), 31, OR 2. Successful completion of four years of education in French. Such education can be in a combination of secondary and postsecondary training, OR 3. Graduation from a diploma or degree program offered by an accredited

postsecondary institution at which French is the language of instruction.

Further information may be obtained from the Admission office, Centre collégial de l'Alberta.

English Language Proficiency : English Language Proficiency is generally demonstrated by the successful completion of English Language Arts 30-1 or 30-2. Applicants to Centre collégial de l'Alberta need not demonstrate proficiency in English prior to admission being granted into most programs unless stated otherwise in the specific program admission requirements. However, they must demonstrate proficiency in English before they are granted a certificate or diploma or before they are considered for a Letter of Permission to study in another institution to complete their program. Students will be required to demonstrate proficiency in one of the following ways:

- a. Successful completion of courses of English as a second language at the initial advanced proficiency level (CLB Level 9).

Requirements for the *Technique en administration des affaires (TAA)* and *Gestion touristique (GTO)* diploma programs

1. Successful completion of one of Français 30-1, 30-2, French Language Arts 30-1, 30-2, French 30 (9 year), 31
2. Successful completion of one of English 30-1, 30-2 or proof of English Language Proficiency before being considered for graduation or for a Letter of Permission to study in another institution to complete their program.
3. Successful completion of one of Mathematics 30-1, 30-2, Pure Math 30, Applied Math 30

Requirements for the *Préposé aux soins de santé* certificate program

1. Successful completion of one of Français 20-1, Français 20-2, French Language Arts 20-1 or French Language Arts 20-2, French 30 (9 years).
2. Successful completion of one of English 20-1, 20-2.
 - a. English Language Proficiency **must** be demonstrated before admission is granted. Applicants who do not present English 20-1 or 20-2 must demonstrate proficiency in one of the following ways prior to admission:
 - i. TOEFL (Test of English as a Foreign Language), score of 71.
 - ii. IELTS (International English Language Testing System), overall score of 6 with no section less than 5.0.
 - iii. CLB (Canadian Language Benchmarks), score of 7.

Mature Applicants

Applicants 21 years and older who do not present the minimum requirements may be considered for admission as a mature student. Candidates will be considered on a case by case basis. Their prior learning and work experience will be analyzed. Contact the Centre collégial de l'Alberta Admissions office for more information, cca@ualberta.ca.

Language Test

Compulsory French Language Test for all students: All students will be required to register for and write a French Language Placement Test. This test determines the level of competency in the French Language and determines the placement in the Français courses available.

Compulsory Test for Students Admitted without English 30 or Equivalent

Students admitted without English 30 or equivalent will be required to register and write an English language placement test. This test determines the level of competency in the English language and determines the placement in the English courses available.

Notes:

1. **Compulsory Test for Students Admitted Without English 30 or Equivalent** does not apply to students registered in the *Préposé aux soins de santé* certificate program.

Residence

Students registered in the *Technique d'administration des affaires* or *Gestion touristique* diploma programs must complete at least ★30 at the Centre collegial de l'Alberta to be eligible for graduation from the University of Alberta.

Students registered in the *Préposé aux soins de santé* certificate program must complete at least ★15 credits at the *Centre collégial de l'Alberta* to be eligible for graduation from the University of Alberta.

Letter of permission

Students may be allowed to take courses at another institution to obtain credits for a program at *Centre collegial de l'Alberta*. Before registering in another institution, a letter of permission must first be obtained from the *Centre collegial de l'Alberta's* Admission Office. A letter of permission will only be granted to students who have a satisfactory academic standing and who have successfully met all the requirements of the program.

Academic Standing and Graduation:

Academic Standing:

At the end of **each semester(Fall or Winter)** and according to the grade point average (GPA) of that semester, students are placed in one of the three following categories: Note: a minimum grade point average of 2.0 is required to obtain a certificate or diploma.

- **Satisfactory standing:** Students who maintain a GPA of 2.0 or greater may continue their studies at Centre collégial de l'Alberta.
- **Marginal standing:** Students who receive a GPA of 1.7 to 1.9 inclusive will be placed on academic probation and warned that if they have not met the requirements of the probation, they must withdraw from the program.
- **Unsatisfactory standing:** Students who receive a GPA of 1.6 or less will be required to withdraw from the program. Such students may apply for readmission, although normally at least one year must elapse before

readmission will be granted (on a probationary basis).

Students are expected to maintain satisfactory performance and achievement levels in all elements of their program.

Academic Probation:

Students who are authorized to continue their studies on probation for academic reasons or who are readmitted after being required to withdraw for the program must demonstrate the ability to meet promotion standards and will be bound by the following requirements:

- Register as a full-time student during the session(Fall or Winter) and complete at least ★9 with a minimum GPA of 2.0.
- No failing grades are permitted.

Graduation :

A minimum grade point average of 2.0 is required to obtain a credential.

Honor's mention:

Honor's notations are granted in the following manner:

- Students who complete their academic year with a GPA of 3.5 in a minimum of ★24 during Fall/Winter shall be awarded 'First-Class' standing.
- Students who complete their academic year with a GPA of 3.7 in a minimum of ★24 during Fall/Winter shall be commended to the Dean's list.

Application for Graduation:

During the final semester of their final year, all students must apply for graduation on Bear Tracks (<https://www.beartracks.ualberta.ca>) by September 1 for Fall Convocation or by February 1 for Spring Convocation.

Students who have studied in another institution with a Letter of permission must speak with someone from the **Centre collegial de l'Alberta's** Admission Office before applying for graduation. They must provide the Admission Office with an Official Transcript of the courses taken and the marks obtained before being considered for graduation.

Appeals and Grievances

The Centre collegial de l'Alberta has established two committees through which disagreements between students and staff can be resolved: The CCA Grade Review Committee for grade grievances, and the CCA Appeals Committee for other academic matters. Students may obtain the policies and procedures of the two committees from the Admissions Office.

Informal Procedures

The CCA Grade Review Committee and the CCA Appeals Committee will undertake no formal action until it has the assurance that students have already used all normal means at their disposal to resolve the problem informally, such as:

- In the case of a grade grievance or a problem with an instructor, the student will first try to resolve the problem with the individual concerned.
- If unsatisfied with the outcome of this first step, or if the issue does not fall within the instructor's competence, the student will then refer the problem to the Centre collegial de l'Alberta's Director.

	<ul style="list-style-type: none"> • If the issue is still not resolved to the student’s satisfaction, the latter may then refer to the Associate Dean (Academic). • If the student is still unsatisfied with the results of the above mentioned proceedings, the latter will be notified by the Associate Dean (Academic) of their right to make a formal request or appeal. <p>Formal Procedures</p> <p>Students who are still unsatisfied, after completing the informal procedures, may submit a formal request to the CCA Grade Review Committee, in the case of a grade grievance, or a formal appeal to the CCA Appeals Committee, in the case of a problem of an academic nature.</p> <p>The decision of the CCA Grade Review Committee is final. If the decision of the CCA Appeals Committee is not satisfactory, students may appeal to the GFC Academic Appeals Committee. (See Appeals and Grievances)</p> <p>Academic Advising</p> <p>Centre collegial de l’Alberta staff provides academic advising to assist students in program planning. All new students must have an individual interview with a member of the staff at the beginning of their first semester. Students who need accommodations must refer to Student Accessibility Services (https://www.ssds.ualberta.ca/)</p> <p>It is the student’s responsibility to be acquainted with all rules, regulations and requirements related to their particular program. Any exceptions to the requirements must be approved in writing by the Associate Dean (Academic).</p>
NEW	<p>Programs of Study</p> <ul style="list-style-type: none"> • Technique en administration des affaires • Gestion touristique • Préposé aux soins de santé
NEW	<p>Courses</p> <p>Course Description Refer to Faculty Saint-Jean Course Description (http://calendar.ualberta.ca/content.php?catoid=20&navoid=5060#course-description)</p> <p>Programs—Diploma</p> <p>TECHNIQUE EN ADMINISTRATION DES AFFAIRES DIPLOMA PROGRAM</p> <p>General Program Information</p> <p>The <i>Technique en administration des affaires</i> diploma program - Year 1 provides students with a common core of 10 courses to help them gain an appreciation for the wide</p>

assortment of career possibilities related to each specialization. Near the end of Term 2, students select a specialization that best suits their personal interests and career goals among the following five options: accounting, finance, marketing, management and human resource management.

In order to complete the *Technique en administration des affaires* diploma requirements, students must successfully complete second-year specialization courses either at the Centre collégial de l'Alberta or at the Northern Alberta Institute of Technology (NAIT) in one of the following areas: accounting, finance, marketing, management or human resource management. Second-year specializations courses offered by NAIT are offered in English. Transfer credits will be recognized by the University of Alberta towards the *Technique en administration des affaires* diploma when students have completed courses required by their program of study, have met academic standing requirements and have provided a valid transcript from NAIT. It is the student's responsibility to ensure they enroll in courses at NAIT and complete the required course credits. After validating first-year courses, students must obtain a letter of permission from the Centre collégial de l'Alberta which indicates the second-year courses students are required to take at NAIT to complete their program requirements (see Chart 1). Students admitted with deficiency in English will not be issued the letter of permission until they have shown proof of English-language proficiency.

Chart 1 : Program Requirements for *Technique en administration des affaires* program

Year 1 (*30) Taken in the Centre Collégial de l'Alberta					
TAATC100				TAATC121	
TAATC101				TAATC130	
TAATC110				TAATC140	
TAATC111				TAATC150	
TAATC120				TAATC160	
Year 2 (*30)					
Courses Requirements by Specialization *30					
Accounting	Finance	Marketing	General Management	Entrepreneurship	Human Resources
TAACO206	TAAFI211	TAAMK268	TAAHR261	TAAHR261	TAATC207
TAACO208	TAAFI236	TAAMK271	TAAMG220	TAAMG220	TAATC220
TAACO211	TAAFI241	TAAMK276	TAAMG255	TAAMG255	TAATC260
TAACO212	TAAFI242	TAAMK360	TAAMG256	TAAMG256	TAAMG220
TAACO240	TAAFI252	TAATC207	TAAMG258	TAAMG263	TAAMG237
TAAFI242	TAATC207	TAATC220	TAAMG356	TAAMG354	TAAMG256
TAAFI312	TAATC220	TAATC231	TAATC207	TAATC207	TAATC231
TAATC220	TAATC231	TAATC260	TAATC220	TAATC220	TAAHR261
TAATC231	TAATC260	*6 selected from	TAATC231	TAATC231	TAAHR349
TAATC260	*3 selected from TAAFI281, 312, 335, TAAMK271	TAAMK251, 279, 372, 377, 378	TAATC260	TAATC260	TAAHR285

NEW

GESTION TOURISTIQUE DIPLOMA PROGRAM

General Program Information

The *Gestion touristique* program provides learning opportunities for the development of

bilingual tourism professionals with solid management and tourism development skills. This two year program offers product development training and competency based learning opportunities in a broad spectrum of content areas such as working as a guide, managing accommodations, organizing events, product sales and marketing.

It is the student's responsibility to ensure they enroll in courses and complete the required course credits. In order to graduate, students are required to complete their program requirements (see Chart 2), show proof of English-language proficiency and maintain a minimum 2.0 GPA.

All courses will be taught in French by the Centre collegial de l'Alberta.

Chart 2 : Program Requirements for Gestion Touristique diploma program.

Year 1 (*30)	Year 2 (*30)
GTOTC100	GTOTC150
GTOTC101	GTOTC232
GTOTC120	GTOTC241
GTOTC220	GTOTC242
GTOTC231	GTOTC260
GTOTC240	GTOTC262
GTOTC245	GTOTC280(*6)
TAATC100	TAATC101
TAATC150	TAATC110
TAATC160	

Programs--Certificates

***Préposé aux soins de santé* Certificate Program**

General Program Information

The *Préposé aux soins de santé* Program is offered through an agreement with Alberta Health and is based on the mandated Health Care Aide curriculum. It combines theory and practice so that students can acquire the skills and knowledge needed to provide health care in different institutions. Students will have the opportunity to acquire a fundamental understanding of anatomy, physiology, medical terminology and the development of different stages of life as they develop a culturally sensitive client-centered approach to providing health care in a variety of contexts. In order to graduate, students are required to successfully complete their program requirements (see Chart 3 below) and maintain a minimum 2.0 GPA.

Practicum requirements

In order to be eligible for their practicum, the following criteria must be met:

- Successful completion of all prerequisite courses.
- A current Police Information Check (PIC) with Vulnerable Sector Search (VSS) must be submitted prior to practicum placement. Students who fail to provide a clear Police Information Check will not be allowed to participate in the practicum. Students who are entering the program and who have concerns related to their ability to satisfy a Police Information Check should consult with CCA admission staff immediately upon being admitted to the program.
- Immunization requirements as expressed in University of Alberta placement

- policies must be met in order to participate in practicum placements.
- Complete Alberta Health Services (AHS) Information & Privacy training online learning module and submit the signed Confidentiality and User Agreement on the last page of the module.
- Current N95 Mask Fit testing as arranged by the program.

Academic Standing

Academic standing is determined by a student’s performance **immediately after** the first semester of the program.

- **Satisfactory Standing:** Awarded to a student who obtains a grade point average of 2.0 or above in a full course load indicates that the student is eligible to continue in the program.
- **Marginal Standing:** Awarded to a student who obtains a grade point average of 1.7 to 1.9. Students with marginal standing may be permitted to continue under academic warning.
- **Unsatisfactory Standing:** Normally given to a student who obtains a grade point average of 1.6 or below. Students whose records are found to be unsatisfactory will be required to withdraw.

Chart 3: Program Requirements for Préposé aux soins de santé program

- PSSTC100 Working Safely and Effectively as a Health Care Aide
- PSSTC120 Providing Client Care and Comfort
- PSSTC130 Assisting with Medication Delivery
- PSSTC101 Working and Communicating in a Health Care Environment
- PSSTC110 Structure and Function of the Human Body, Health and Chronic Illness
- PSSTC121 Meeting Complex Care Needs
- PSSTC122 Special Activities for Diverse Clients
- PSSTC150 Integrated Clinical Practicum I
- PSSTC151 Integrated Clinical Practicum II

Current

Proposed

NEW

Information générale

Note historique

	<p>Depuis plus de vingt ans, le développement de l'offre de programme de niveau collégial en français préoccupe la communauté. Le Board of Governors de l'Université de l'Alberta a approuvé une proposition menant à l'établissement du Centre collégial de l'Alberta dans l'enceinte de la Faculté Saint-Jean afin de répondre à cette préoccupation.</p> <p>Les programmes collégiaux menant à un diplôme sont généralement de deux ans et ils préparent les diplômés pour l'entrée sur le marché du travail. Les programmes menant à un certificat sont des programmes d'un an ou moins et préparent, eux aussi, les diplômés pour l'entrée sur le marché du travail.</p> <p>Politique linguistique De plus amples informations sont disponibles en parcourant l'annuaire, à la section « Faculté Saint-Jean » de l'annuaire.</p> <p>Services De plus amples informations sont disponibles en parcourant l'annuaire, à la section « Faculté Saint-Jean » de l'annuaire.</p>
NEW	<p>Règlements du Centre collégial de l'Alberta</p> <p>Admission</p> <p>Demande d'admission La procédure d'admission est indiquée en parcourant le site web du Centre collégial de l'Alberta www.centrecollegialalberta.com</p> <p>Note :</p> <ol style="list-style-type: none"> 1. Les dates limites pour faire demande d'admission ou de réadmission sont indiquées sur le site web du Centre collégial de l'Alberta www.centrecollegialalberta.com . 2. Veuillez noter que les frais d'admission ne sont pas remboursables. <p>Conditions d'admission</p> <p>Compétence dans la langue française : Le français est la langue d'enseignement dans tous les programmes du Centre collégial de l'Alberta. Sauf indication contraire dans certains programmes, la compétence dans la langue française est démontrée par :</p> <ol style="list-style-type: none"> 1. La réussite d'un des cours suivants(Curriculum de Alberta Education) <ol style="list-style-type: none"> a. Français 30-1, 30-2 b. French Language Arts 30-1, 30-2 c. French 30 (9 year), 31, OU 2. La réussite de quatre années d'études en français à temps plein. Ces études peuvent être une combinaison d'études secondaires et postsecondaires; OU 3. En étant détenteur d'un diplôme ou d'un degré d'une institution post secondaire accréditée ou le français est la langue d'enseignement. <p>Pour de plus amples renseignements, s'adresser au Bureau des admissions, Centre collégial de l'Alberta.</p> <p>Compétence dans la langue anglaise : De façon générale, la compétence dans la langue</p>

anglaise est démontrée par la réussite du cours albertain English Language Arts 30-1 et 30-2. Les candidats admis aux programmes du Centre collégial de l'Alberta qui ne présentent pas de cours équivalents sont admis, sauf indication contraire dans certains programmes. Toutefois, ceux-ci devront démontrer la compétence en anglais identifiée dans les conditions d'admission de leur programme avant d'obtenir leur certificat ou leur diplôme et avant de pouvoir obtenir une Lettre de permission pour étudier dans un autre établissement pour compléter leur programme. La compétence dans la langue anglaise est démontrée par :

- a. La réussite de cours d'Anglais langue seconde menant au niveau Canadian Language Benchmarks 9.
- b. TOEFL (Test of English as a Foreign Language) résultat de 74 iBT
- c. IELTS (International English Language Testing System): résultat général de 5.5 , aucun résultat moins de 5.0 .

Exigences d'admission pour les programmes de diplôme : Technique d'administration des affaires bilingues (TAA) et Gestion touristique (GTO)

1. La réussite d'un des cours suivants : Français 30-1, 30-2, French Language Arts 30-1, 30-2, French 30 (9 year), 31.
2. La réussite d'un des cours suivant : English 30-1, 30-2 ou la preuve de la compétence en langue anglaise démontrée avant de pouvoir obtenir son diplôme ou une lettre de permission permettant d'étudier dans une autre institution pour compléter leur programme.
3. La réussite d'un des cours suivants : Mathématiques 30-1, 30-2, Mathématiques Pures 30, Mathématiques appliquées 30.

Exigences d'admission pour le programme du certificat Préposé aux soins de santé

1. La réussite d'un des cours suivant : Français 20-1, 20-2, French Language Arts 20-1, 20-2, French 30 (9 year).
2. La réussite d'un des cours suivant : English 20-1, English 20-2.
 - a. La compétence en langue anglaise doit être démontrée pour que le candidat soit admis. Les candidats qui n'ont pas pris English 20-1 ou 20-2 doivent démontrer leur compétence en langue anglaise avant d'être admis d'une des façons suivantes :
 - i. TOEFL (Test of English as a Foreign Language), résultat de 71.
 - ii. IELTS (International English Language Testing System), résultat general de 6, aucune partie moins de 5.0.
 - iii. CLB(Canadian Language Benchmarks), résultat de 7.

Adultes ne répondant pas aux conditions d'admission

Les candidats âgés de 21 ans ou plus, qui ne répondent pas aux conditions d'admission, peuvent solliciter la permission de s'inscrire à certains programmes. Les candidatures seront analysées individuellement et l'expérience de travail ainsi que la reconnaissance des acquis peuvent être envisagées. Communiquez avec le Bureau des admissions du Centre collégial de l'Alberta pour de plus amples informations, cca@ualberta.ca.

Tests de langue

Test obligatoire de français pour tous les étudiants : Tous les étudiants devront s'inscrire à et prendre un test de placement en français. Ce test permet d'évaluer le niveau de compétence en français et permet de préciser le placement dans les cours de français langue.

Test obligatoire pour les étudiants ne présentant pas English 30 ou l'équivalent :

Un étudiant admis qui ne présente pas English 30 ou l'équivalent devra s'inscrire à et prendre un test de placement en anglais. Ce test permet d'évaluer le niveau de compétence en anglais et de préciser le placement dans les cours d'anglais langue seconde qui mèneront à la preuve des compétences obligatoires.

Notes :

1. Test obligatoire pour les étudiants ne présentant pas English 30 ou l'équivalent ne s'applique pas aux étudiants inscrits au programme du certificat Préposé aux soins de santé.

Conditions de résidence

Tout étudiant inscrit au programme du diplôme Technique d'administration des affaires ou Gestion touristique doivent compléter au moins ★30 au Centre collégial de l'Alberta pour avoir le droit à graduer de l'Université de l'Alberta.

Les étudiants inscrits au programme du certificat Préposé aux soins de santé doivent compléter au moins ★15 crédits au Centre collégial de l'Alberta pour avoir le droit à graduer de l'Université de l'Alberta.

Lettre de permission

Un étudiant peut être autorisé à prendre un (des) cours dans un autre établissement post secondaire dans le but d'obtenir des crédits pour un programme du Centre collégial de l'Alberta. Avant de s'inscrire à l'autre établissement, il doit d'abord obtenir une lettre de permission du bureau des admissions du Centre collégial de l'Alberta. Une lettre de permission est accordée aux étudiants qui ont un rendement académique satisfaisant et qui répondent aux exigences du programme.

Niveau académique

A la fin de chaque session (Automne ou Hiver) et selon la moyenne des notes obtenues au cours de la session, tout étudiant est placé dans l'une des trois catégories suivantes. À noter que, pour obtenir un diplôme de fin d'études, une moyenne cumulative minimale de 2,0 est exigée.

- Rendement satisfaisant : L'étudiant qui présente une moyenne de session de 2,0 ou plus peut poursuivre ses études au Centre collégial de l'Alberta.
- Rendement marginal : L'étudiant qui présente une moyenne de session entre 1,7 et 1,9 inclusivement sera placé en probation et sera informé que s'il n'a pas satisfait aux exigences de la probation, il devra abandonner le programme.
- Rendement insatisfaisant : L'étudiant qui présente une moyenne de 1,6 ou moins devra abandonner son programme. Il ne pourra se réinscrire (et cela à titre probatoire) qu'après un délai d'un an et seulement après demande de réadmission.

L'attente générale est que les étudiants vont maintenir un rendement et une performance satisfaisants dans toutes les parties de leur programme.

Probation académique

L'étudiant autorisé à poursuivre son programme à titre probatoire pour des raisons académiques, ou après avoir été réadmis dans leur programme doit pouvoir fournir la preuve de sa capacité à améliorer ses résultats. Il est tenu aux exigences suivantes :

- S'inscrire à temps plein pendant la session (Automne ou Hiver) et obtenir au moins ★9 avec une moyenne d'au moins 2,0.
- N'échouer aucun cours.

Collation des grades

Pour obtenir un diplôme de fin d'études, une moyenne minimale de 2,0 est exigée.

Demande de remise du diplôme

Durant leur dernier semestre d'études, tous les étudiants doivent faire demande par Bear Tracks (<https://www.beartracks.ualberta.ca>) pour être inclus comme finissant à la collation des grades au plus tard le 1^{er} septembre pour la collation des grades de l'automne, ou le 1^{er} février pour la collation des grades du printemps.

Appels et griefs

Le Centre collégial de l'Alberta a établi deux comités par lesquels les différends entre les étudiants et un membre du Centre collégial de l'Alberta peuvent être résolus : le Comité pour la révision de notes, qui traitent des griefs au sujet des notes, et le Comité des appels, pour toute autre question d'ordre académique. Les étudiants peuvent obtenir les politiques et les procédures de ces deux Comités au Bureau des admissions du Centre collégial de l'Alberta.

La démarche informelle

Le Comité pour la révision de notes du CCA et le Comité des appels du CCA n'entreprendront aucune action formelle avant d'avoir l'assurance que l'étudiant a essayé de résoudre son problème par tous les moyens qu'il a à sa disposition, c'est-à-dire de façon informelle. Aussi,

1. s'il s'agit d'une note ou d'un problème avec l'un des enseignants, l'étudiant essaiera d'abord de régler son grief avec l'individu concerné.
2. S'il est insatisfait du résultat ou si la question n'est pas du ressort de cet enseignant, l'étudiant en discutera avec la Direction du Centre collégial de l'Alberta.
3. S'il est toujours insatisfait du résultat, ce dernier pourra s'adresser au Vice-doyen principal et aux études.
4. Si l'étudiant demeure insatisfait du résultat de ses discussions avec les personnes mentionnées ci-dessus, il sera avisé par le Vice-doyen principal et aux études de son droit de faire une demande ou un appel formel.

La démarche informelle

L'étudiant qui demeure insatisfait, après avoir complété la démarche informelle, pourra faire une demande formelle au Comité pour la révision de notes du CCA, s'il s'agit d'une note, ou un appel formel au Comité des appels du CCA, s'il s'agit d'un problème d'ordre académique.

La décision du Comité pour la révision de notes du CCA est finale. Si la décision du Comité des Appels du CCA n'est pas acceptée par l'étudiant, celui-ci peut faire appel au « GFC Academic Appeals Committee ». (Voir [Appeals and Grievances](#))

Conseillers d'étude

Le personnel du Centre collégial de l'Alberta assure le service de conseiller d'étude pour aider les étudiants dans la planification de leur programme. Tous nouveaux étudiants doivent rencontrer un membre du personnel au début de sa première session. Les étudiants qui nécessitent des accommodements sont priés de communiquer directement avec Student Accessibility Services (<https://www.ssds.ualberta.ca/>)

	Il incombe à l'étudiant de bien connaître les règlements ainsi que les exigences académiques de son programme. Toute exception au règlement doit être approuvée, à l'écrit, par le Vice-doyen principal et aux études.																																																											
NEW	Les programmes <ul style="list-style-type: none"> • Technique en administration des affaires • Gestion touristique • Préposé aux soins de santé 																																																											
NEW	Les cours Consultez la section Faculté Saint-Jean-- Description de cours afin de comprendre tous les éléments de la description. http://calendar.ualberta.ca/content.php?catoid=28&navoid=7084#description-des-cours																																																											
NEW	Les programmes—Diplôme TECHNIQUE EN ADMINISTRATION DES AFFAIRES Information générale La Technique en administration des affaires est un programme d'une durée de deux ans qui prépare les étudiants à occuper un emploi dans un des grands secteurs de l'administration des affaires. Pendant la première année, les étudiants suivent 10 cours du tronc commun et comprennent mieux toutes les possibilités de carrières dans les différentes spécialisations. Vers la fin de leur première année, les étudiants doivent choisir parmi les options de spécialisations suivantes : la comptabilité, les finances, le marketing, la gestion et la gestion des ressources humaines. Afin de compléter toutes les exigences du programme du diplôme de Technique en administration des affaires, les étudiants doivent suivre des cours de spécialisation de deuxième année. Ils peuvent les suivre au Centre collégial de l'Alberta en français pour la spécialisation finance ou gestion. Pour les autres spécialisations, ils doivent suivre des cours à NAIT qui sont offerts en anglais. Les cours qui sont réussis à NAIT seront reconnus par l'Université de l'Alberta si la moyenne est satisfaisante et lorsqu'un relevé de notes sera fourni. L'étudiant est responsable de son inscription dans les cours de NAIT. Après avoir réussi les cours de première année, l'étudiant voulant s'inscrire à NAIT doit obtenir une lettre de permission du Centre collégial de l'Alberta. Cette lettre indique les cours nécessaires pour compléter les exigences de son programme. Si l'étudiant faisant la demande a été admis avec une lacune en Anglais, celui-ci doit démontrer sa compétence en langue anglaise avant d'obtenir une lettre de permission. Tableau 1 : Exigences du programme Technique en administration des affaires <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="6">Année 1 (*30) Tronc commun</th> </tr> <tr> <td>TAATC100</td> <td></td> <td></td> <td></td> <td>TAATC121</td> <td></td> </tr> <tr> <td>TAATC101</td> <td></td> <td></td> <td></td> <td>TAATC130</td> <td></td> </tr> <tr> <td>TAATC110</td> <td></td> <td></td> <td></td> <td>TAATC140</td> <td></td> </tr> <tr> <td>TAATC111</td> <td></td> <td></td> <td></td> <td>TAATC150</td> <td></td> </tr> <tr> <td>TAATC120</td> <td></td> <td></td> <td></td> <td>TAATC160</td> <td></td> </tr> <tr> <th colspan="6">Année 2 (*30)</th> </tr> <tr> <th colspan="6">Exigences du programme par spécialisation *30</th> </tr> <tr> <th>Comptabilité</th> <th>Finance</th> <th>Marketing</th> <th>Gestion</th> <th>Entrepreneurship</th> <th>Ressources humaines</th> </tr> </table>						Année 1 (*30) Tronc commun						TAATC100				TAATC121		TAATC101				TAATC130		TAATC110				TAATC140		TAATC111				TAATC150		TAATC120				TAATC160		Année 2 (*30)						Exigences du programme par spécialisation *30						Comptabilité	Finance	Marketing	Gestion	Entrepreneurship	Ressources humaines
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TAACO206	TAAFI211	TAAMK268	TAAHR261	TAAHR261	TAATC207
TAACO208	TAAFI236	TAAMK271	TAAMG220	TAAMG220	TAATC220
TAACO211	TAAFI241	TAAMK276	TAAMG255	TAAMG255	TAATC260
TAACO212	TAAFI242	TAAMK360	TAAMG256	TAAMG256	TAAMG220
TAACO240	TAAFI252	TAATC207	TAAMG258	TAAMG263	TAAMG237
TAAFI242	TAATC207	TAATC220	TAAMG356	TAAMG354	TAAMG256
TAAFI312	TAATC220	TAATC231	TAATC207	TAATC207	TAATC231
TAATC220	TAATC231	TAATC260	TAATC220	TAATC220	TAAHR261
TAATC231	TAATC260	*6 choisis parmi	TAATC231	TAATC231	TAAHR349
TAATC260	*3 choisis parmi TAAFI281, 312, 335, TAAMK271	TAAMK251, 279, 372, 377, 378	TAATC260	TAATC260	TAAHR285

GESTION TOURISTIQUE

Informations générales

Le programme de Gestion touristique est un programme qui permet de former des professionnels bilingues pour le secteur du tourisme qui possèdent des habiletés de gestion et de développement du milieu et qui sont capable de travailler dans différents domaines tel que la gestion de l'hébergement, la gestion d'événements, le guidage, la vente et le marketing de produits. C'est un programme de deux ans.

L'étudiant est responsable de s'inscrire dans ses cours et de compléter le nombre de crédits nécessaires. Pour obtenir son diplôme de fin d'études, l'étudiant doit compléter les exigences du programme, démontrer leur compétence en langue anglaise et maintenir une moyenne d'au moins 2,0.

Tous les cours de ce programme sont offerts en français au Centre collégial de l'Alberta.

Tableau 2 : Exigences du programme Gestion Touristique

Année 1 (*30)	Année 2 (*30)
GTOTC100	GTOTC150
GTOTC101	GTOTC232
GTOTC120	GTOTC241
GTOTC220	GTOTC242
GTOTC231	GTOTC260
GTOTC240	GTOTC262
GTOTC245	GTOTC280(*6)
TAATC100	TAATC101
TAATC150	TAATC110
TAATC160	

NEW

Les programmes—Certificat

Préposé aux soins de santé

Informations générales

Le programme de certificat Préposé aux soins de santé est offert avec l'approbation de Alberta Health et est basé sur le programme d'étude *Health Care Aide* qui est mandaté par

ce même ministère gouvernemental. Le programme offre une combinaison de cours théoriques et de pratiques pour que l'étudiant puisse développer les habiletés et les connaissances nécessaires pour divers milieux offrant des soins de santé. Les étudiants pourront comprendre les fondements de l'anatomie, la physiologie, la terminologie médicale et l'évolution des différentes étapes de la vie pendant qu'ils développent une approche centrée sur le client et sensible au contexte culturel. Afin d'obtenir leur certificat, les étudiants doivent répondre aux exigences de leur programme avec succès et maintenir une moyenne d'au moins 2,0.

Exigences pour les stages

Afin d'être éligible pour les stages, l'étudiant doit répondre aux exigences suivantes :

- Réussir tous les cours préalables au stage.
- Avant de pouvoir commencer le stage, soumettre une vérification du casier judiciaire (Police Information Check) courante qui inclut la vérification de l'aptitude à travailler auprès de personnes vulnérables (Vulnerable Sector Search). L'étudiant qui est incapable de fournir une attestation satisfaisante ne pourra pas participer au stage. L'étudiant qui fait demande pour entrer dans le programme et qui se préoccupe par rapport à l'attestation éventuelle devrait communiquer avec le personnel du Centre collégial de l'Alberta dès qu'il est admis au programme.
- Répondre, au préalable, aux exigences d'immunisation telles qu'élaborées par la politique de l'Université de l'Alberta relative aux placements.
- Compléter le module d'apprentissage en ligne Alberta Health Services (AHS) Information & Privacy et signer et soumettre l'entente Confidentiality and User Agreement qui se trouve à la fin du module.
- L'ajustement à jour du masque N95, fourni par le programme.

Niveau académique

A la fin de sa première session (Automne ou Hiver) et selon la moyenne des notes obtenues au cours de la session, tout étudiant est placé dans l'une des trois catégories suivantes. À noter que, pour obtenir un diplôme de fin d'études, une moyenne cumulative minimale de 2,0 est exigée.

- Rendement satisfaisant : L'étudiant qui présente une moyenne de session de 2,0 ou plus peut poursuivre ses études au Centre collégial de l'Alberta.
- Rendement marginal : L'étudiant qui présente une moyenne de session entre 1,7 et 1,9 inclusivement sera placé en probation et sera informé que s'il n'a pas satisfait aux exigences de la probation, il devra abandonner le programme.
- Rendement insatisfaisant : L'étudiant qui présente une moyenne de 1,6 ou moins devra abandonner son programme. Il ne pourra se réinscrire (et cela à titre probatoire) qu'après un délai d'un an et seulement après demande de réadmission.

Tableau 3: Exigences du programme Préposé aux soins de santé

PSSTC100 Travailler de façon sécuritaire et efficace en tant que Préposé aux soins de santé
PSSTC101 La communication dans l'environnement des soins de santé
PSSTC110 Structure et fonction du corps humain, la santé et la maladie
PSSTC120 Prodiguer des soins aux clients

		<p>PSSTC121 Satisfaire aux besoins complexes</p> <p>PSSTC122 Activités spéciales pour clients ayant diverses conditions</p> <p>PSSTC130 Aider à l'administration de médicaments</p> <p>PSSTC150 Stage clinique intégré I</p> <p>PSSTC151 Stage clinique intégré II</p>	
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OUTLINE OF ISSUE
Action Item

Agenda Title: **Proposed New Course Designators of AUFAR (Augustana Fine Arts), AUHUM (Augustana Humanities), AUSCI (Augustana Science) and AUSSC (Augustana Social Sciences) in Augustana Faculty.**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the new course designators of AUFAR (Augustana Fine Arts), AUHUM (Augustana Humanities), AUSCI (Augustana Science) and AUSSC (Augustana Social Sciences) in Augustana Faculty, to take effect for Fall Term 2018.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Augustana Faculty
Presenter	Karsten Mündel, Associate Dean Academic, Augustana Faculty

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To create new course designators, AUFAR, AUHUM, AUSCI, and AUSSC, in Augustana Faculty, for the 2018-2019 University of Alberta academic year.
The Impact of the Proposal is	The proposal to create new course designators in Augustana Faculty in Fine Arts, Humanities, Science, and Social Sciences forms a part of the ongoing curricular reform and innovation in the Faculty. The creation of these designators, and the initial availability of the proposed suite of Selected Topics courses, offers a great deal of flexibility in course offerings and pedagogical initiatives arising out of the new Augustana Calendar 3/11 week course scheduling project, particularly in regards to interdisciplinary topics. Over time, it is also the intention to be able to use these designators to reduce the number of cross-listed courses currently utilized by the Faculty and potentially decrease the number of overall course designators.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Fall 2018 (2019-2020 University of Alberta Calendar)
Estimated Cost and funding source	None – the designation will be used by faculty who are current members of Augustana Faculty and new courses will either replace older ones or be developed within existing resources.
Next Steps (ie.: Communications Plan, Implementation plans)	If approved, the courses and course designators will be included in the 2019-2020 University Calendar. Departments and instructors at Augustana will be advised that these new courses and designators are available for use as part of their ongoing pedagogical innovation and program design and reconfiguration.
Supplementary Notes and context	The proposed course designators, AUFAR, AUHUM, AUSCI, and AUSSC, were circulated to the community in accordance with section 37 for the GFC Policy Manual. No challenges were received.

Engagement and Routing (Include meeting dates)

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<p>Participation: (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><u><i>Those who have been informed:</i></u></p> <ul style="list-style-type: none"> •
	<p><u><i>Those who have been consulted:</i></u></p> <ul style="list-style-type: none"> • Office of the Provost and Vice-President (Academic) and University Governance (Meg Brolley, Tammy Hopper, Kate Peters) • Office of the Registrar (Claire Burke, Melissa Padfield, Norma Rodenburg, Anna Vocioni)
	<p><u><i>Those who are actively participating:</i></u></p> <ul style="list-style-type: none"> • Augustana Academic Council • Augustana Departments of Fine Arts and Humanities, Science, and Social Sciences (all three Department Councils have undergraduate student representation)
<p>Approval Route (Governance) (including meeting dates)</p>	<p>Augustana Faculty Curriculum Committee (November 15, 2017) (includes undergraduate students comprising one-third of the voting membership.) Augustana Faculty Council (December 1, 2017) (includes five undergraduate representatives) GFC Course Change Circulation (March 21 – April 11, 2018) GFC Executive Committee – April 9, 2018</p>
<p>Final Approver</p>	<p>GFC Executive Committee</p>

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p><i>For the Public Good</i></p> <p>EXPERIENCE GOAL: Experience diverse and rewarding learning opportunities that inspire us, nurture our talents, expand our knowledge and skills, and enable our success. Objective 9: Enhance, support, and mobilize the unique experiences and cultures of all University of Alberta campuses to the benefit of the university as a whole.</p> <ul style="list-style-type: none"> • Strategy 1 Facilitate and deepen inter-campus connections, communication, and collaborations with Augustana Campus, and ensure that it is strengthened as a leading a liberal arts college, and as a living laboratory for teaching and learning innovation, to the benefit of the entire university. <p>EXCEL GOAL: Excel as individuals, and together, sustain a culture that fosters and champions distinction and distinctiveness in teaching, learning, research, and service. Objective 14 – Inspire, model, and support excellence in teaching and learning.</p> <p>ENGAGE GOAL: Engage communities across our campuses, city and region, province, nation and the world to create reciprocal, mutually beneficial learning experiences, research projects, partnerships, and collaborations.</p>
<p>Compliance with Legislation,</p>	<p>1. Post-Secondary Learning Act (PSLA): The PSLA gives GFC</p>

Final Item No. 6

<p>Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>responsibility, subject to the authority of the Board of Governors, for the academic affairs of the University.</p> <p>2. GFC Executive Committee Terms of Reference</p> <p>“3. Mandate of the Committee...</p> <p>14. Course Numbering and Naming System ...</p> <p>b. New course subject names and their abbreviations shall be proposed by the Faculty Council, circulated according to the procedure described in Section 37.1, and, in the absence of unresolved challenges, submitted to GFC Executive for ratification.”</p> <p>3. GFC Policy Manual, Section 37.2 “Course subject names shall designate broad areas of study (often an entire department) and shall not be used to designate numerous specializations. Faculty Councils shall endeavor to keep the number of subject names in the Faculty to an acceptable minimum. Subject names shall not be added or changed except for strong academic reasons.”</p>
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Attachments (each to be numbered 1 - <>)

1. Attachment 1 (page(s) 1 - 5) Proposed Augustana Faculty Calendar copy introducing new course designators.

Prepared by: Jonathan Hawkins, Assistant Registrar – Augustana Campus, jh12@ualberta.ca

**Augustana Faculty
Course Changes
For Early Implementation in Fall 2018**

Proposed New Courses:

AUFAR - Augustana Fine Arts

AUFAR 100 Selected Topics in Fine Arts

★1-6 (*variable*) (variable, variable). Selected topics in the study of Fine Arts. Content may vary from course to course. Topics and credit value announced prior to registration period. Prerequisites: Varies according to topic.

AUFAR 200 Selected Topics in Fine Arts

★1-6 (*variable*) (variable, variable). Selected topics in the study of Fine Arts. Content may vary from course to course. Topics and credit value announced prior to registration period. Prerequisites: Varies according to topic.

AUFAR 300 Selected Topics in Fine Arts

★1-6 (*variable*) (variable, variable). Selected topics in the study of Fine Arts. Content may vary from course to course. Topics and credit value announced prior to registration period. Prerequisites: Varies according to topic.

AUFAR 400 Selected Topics in Fine Arts

★1-6 (*variable*) (variable, variable). Selected topics in the study of Fine Arts. Content may vary from course to course. Topics and credit value announced prior to registration period. Prerequisites: Varies according to topic.

AUFAR - Augustana Humanities

AUHUM 100 Selected Topics in Humanities

★1-6 (*variable*) (variable, variable). Selected topics in the study of Humanities. Content may vary from course to course. Topics and credit value announced prior to registration period. Prerequisites: Varies according to topic.

AUHUM 200 Selected Topics in Humanities

★1-6 (*variable*) (variable, variable). Selected topics in the study of Humanities. Content may vary from course to course. Topics and credit value announced prior to registration period. Prerequisites: Varies according to topic.

AUHUM 300 Selected Topics in Humanities

★1-6 (*variable*) (variable, variable). Selected topics in the study of Humanities. Content may vary from course to course. Topics and credit value announced prior to registration period. Prerequisites: Varies according to topic.

AUHUM 400 Selected Topics in Humanities

★1-6 (*variable*) (variable, variable). Selected topics in the study of Humanities. Content may vary from course to course. Topics and credit value announced prior to registration period. Prerequisites: Varies according to topic.

AUFAR - Augustana Science

AUSCI 100 Selected Topics in Science

★1-6 (*variable*) (variable, variable). Selected topics in the study of Science. Content may vary from course to course. Topics and credit value announced prior to registration period. Prerequisite: Varies according to topic.

AUSCI 200 Selected Topics in Science

★1-6 (*variable*) (variable, variable). Selected topics in the study of Science. Content may vary from course to course. Topics and credit value announced prior to registration period. Prerequisite: Varies according to topic.

AUSCI 300 Selected Topics in Science

★1-6 (*variable*) (variable, variable). Selected topics in the study of Science. Content may vary from course to course. Topics and credit value announced prior to registration period. Prerequisite: Varies according to topic.

AUSCI 400 Selected Topics in Science

★1-6 (*variable*) (variable, variable). Selected topics in the study of Science. Content may vary from course to course. Topics and credit value announced prior to registration period. Prerequisite: Varies according to topic.

AUFAR - Augustana Social Sciences

AUSSC 100 Selected Topics in Social Sciences

★1-6 (*variable*) (variable, variable). Selected topics in the study of Social Sciences. Content may vary from course to course. Topics and credit value announced prior to registration period. Prerequisite: Varies according to topic.

AUSSC 200 Selected Topics in Social Sciences

★1-6 (*variable*) (variable, variable). Selected topics in the study of Social Sciences. Content may vary from course to course. Topics and credit value announced prior to registration period. Prerequisite: Varies according to topic.

AUSSC 300 Selected Topics in Social Sciences

★1-6 (*variable*) (variable, variable). Selected topics in the study of Social Sciences. Content may vary from course to course. Topics and credit value announced prior to registration period. Prerequisite: Varies according to topic.

AUSSC 400 Selected Topics in Social Sciences

★1-6 (*variable*) (variable, variable). Selected topics in the study of Social Sciences. Content may vary from course to course. Topics and credit value announced prior to registration period. Prerequisite: Varies according to topic.

OUTLINE OF ISSUE
Action Item

Agenda Title: **Terms of Reference for a new free-standing GFC Nominating Committee and the Disbandment of the GFC Replenishment Committee**

Motion I: THAT the GFC Executive Committee recommends that General Faculties Council approves the terms of reference for a free-standing GFC Nominating Committee as set forth in Attachment 1, to take effect July 1, 2018, and approve the accompanying transition plan, as set forth in Attachment 2, to take effect May 1 until June 30, 2018.

Motion II: THAT GFC Executive Committee recommends that General Faculties Council approves the disbandment of the GFC Replenishment Committee, effective June 30, 2018.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	GFC Executive Committee/Nominating Committee
Presenter	Jonathan White, Chair, GFC Nominating Committee

Details

Responsibility	General Faculties Council
The Purpose of the Proposal is (please be specific)	<p>To approve the terms of reference for a new free-standing GFC Nominating Committee and the plan to transition from the current to the new committee structure.</p> <p>To disband the GFC Replenishment Committee on June 30, 2018, once the new GFC Nominating Committee is approved.</p>
The Impact of the Proposal is	<p>The new GFC Nominating Committee will be responsible for the replenishment of all GFC standing committees. The committee would also be charged with responsibility for encouraging, identifying and securing a diverse group of individuals who are prepared to be active and engaged members of GFC committees.</p> <p>The GFC Replenishment Committee would no longer be needed as its responsibility for the replenishment of the GFC Executive Committee/ Nominating Committee would be taken on by the new GFC Nominating Committee.</p> <p>The composition of the new committee reflects the Principles of Committee Composition approved by GFC in April 2017. The composition includes elected faculty GFC members as representatives of GFC and its responsibility for academic governance. The inclusion of up to 2 recent former members recognizes the value of providing strategic views and a longer term window of experience currently provided through the work of the Replenishment Committee.</p> <p>The composition includes ex-officio representation from the Graduate Students' Association and the Students' Union in their roles of representing the student bodies. In addition, a graduate student and undergraduate student GFC member would provide a perspective outside of the GSA and SU and allow for additional student perspectives to participate. An elected graduate student GFC member does not serve</p>

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	<p>on the current Nominating Committee.</p> <p>One non-academic staff member is on the committee to provide a link with GFC and GFC committee members in this category and to inform recommendations for members coming forward in this category.</p> <p>The inclusion of a Dean on the committee gives an institutional perspective to the process and also creates linkages to other Deans/Faculties to emphasize the importance and value of academic governance and to encourage more faculty members to serve in this capacity.</p>
Replaces/Revises (eg, policies, resolutions)	<p>The new GFC Nominating Committee will replace the subcommittee of GFC Executive Committee (Nominating Committee) that is currently responsible for the replenishment of GFC standing committees.</p> <p>The new GFC Nominating Committee will replace the GFC Replenishment Committee.</p>
Timeline/Implementation Date	<p>Establishment of the new free-standing GFC Nominating Committee – July 1, 2018</p> <p>Transition period – May 1, 2018 – June 30, 2018</p> <p>Disbandment of the GFC Replenishment Committee – June 30, 2018</p>
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	<p>Upon approval of the new free-standing GFC Nominating Committee, the current elected staff members to GFC Executive and Nominating Committees will indicate their interest in serving on the new committee.</p> <p>GFC members will be called upon to fill vacancies and a joint Replenishment Committee/Nominating Committee meeting will be scheduled to replenish seats on GFC Executive Committee and the new GFC Nominating Committee for terms beginning July 1, 2018.</p>
Supplementary Notes and context	<p>A new free standing Nominating Committee would be governed by Principles of Committee Composition including no more than 2 members per faculty and the restriction that members can sit on no more than 3 standing committees.</p> <p>The proposed terms of reference will include the delegated authority to replenish Nominating Committee and the Executive Committee. The Replenishment Committee is currently responsible for the replenishment of the GFC Executive/Nominating Committee.</p> <p>The committee would also be charged with responsibility for encouraging, identifying and securing a diverse group of individuals who are prepared to be active and engaged members of GFC committees.</p> <p>----</p> <p><i>(excerpt from ad hoc report)</i></p> <p>“FREE-STANDING NOMINATING COMMITTEE / DISBANDING OF REPLENISHMENT COMMITTEE</p>

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	<p>Currently the Nominating Committee is a sub-committee of the Executive Committee. Its members include the elected members and ex-officio student members of the Executive Committee and a non-academic staff member of GFC. While this structure has been effective in the past, members of the Nominating Committee believe their effectiveness as a committee is constrained by the fact that its role in managing the nomination process is an additional duty rather than their primary focus. Some GFC members have also noted that having the Executive Committee be responsible for nominations contributes to perceptions of concentration of authority and lack of transparency.</p> <p>The ad hoc committee is recommending the establishment of a free-standing Nominating Committee charged with responsibility for encouraging, identifying, and securing a diverse group of individuals who are prepared to be active and engaged members of GFC committees. Once the new Nominating Committee is established, the existing Replenishment Committee – which currently replenishes the Nominating Committee – could be disbanded.</p> <p>A move in this direction will need to be implemented in stages to ensure time to transition from the old to the new committee structure, and to review and revise processes and timelines for replenishment and nomination.</p> <p><i>Recommendation: THAT a free-standing Nominating Committee be established</i></p> <p><i>Recommendation: THAT the Replenishment Committee remain in place in the interim and be disbanded when no longer needed”</i></p>
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Engagement and Routing (Include meeting dates)

<p>Participation: (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><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • GFC - Early Consultation/Verbal Briefing (February 26, and March 19, 2018) • GFC Executive Committee - Early Consultation/Verbal Briefing by Nominating Committee Chair (February 12, and March 5, 2018) <p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • GFC Executive Committee directed Nominating Committee to provide a structure and transition plan to a free standing Nominating Committee (October 16, 2017) • GFC Nominating Committee (December 14, 2017) • Joint meeting of GFC Nominating and Replenishment Committees (January 15 and February 12 ,2018) • GFC Transition Committee
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC Nominating Committee – February 12, 2018 GFC Executive Committee – April 9, 2018 General Faculties Council – April 30, 2018</p>
<p>Final Approver</p>	<p>General Faculties Council</p>

Alignment/Compliance

<p>Alignment with Guiding</p>	<p><i>For the Public Good:</i></p>
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Documents	<p>Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>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 (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.</p>

Attachments:

1. Draft Terms of Reference for a free-standing Nominating Committee
2. Proposed Transition Strategy for a free standing Nominating Committee
3. [Resources](#) including: GFC approved Principles and Report of the ad hoc Committee on Academic Governance including Delegated Authority

Prepared by: University Governance



1. Mandate and Role of the Committee

The Nominating Committee (NC) is a standing committee of GFC responsible for recommending individuals to serve on GFC standing committees and other bodies requiring representation from GFC or the University community. In putting forward its recommendations, the Committee will ensure the best possible match between prospective members and the committees to which they are nominated, and ensure the broadest possible base of representation and diversity.

2. Areas of Responsibility

- a. Review and recommend to GFC the replenishment of GFC standing committees and other bodies requiring representation from the university community.
- b. Develop and support engagement and communication strategies to encourage individuals to serve on GFC, GFC standing committees and/or other governance bodies.
- c. Appoint the Chair and Vice Chair of the GFC Student Conduct Policy Committee (SCPC)
- d. **The Chair** may be called upon to provide input/feedback on other bodies seeking representation from the university community including, but not limited to, Selection/Review Committees (Vice-Presidents and Deans), major award selection committees.

3. Composition

Voting Members (13)

Ex-officio (2)

- Vice-President (Academic), Graduate Students' Association
- Vice-President (Academic), Students' Union

Elected by GFC (11)

- 7 academic staff (A1.1, A1.5, A1.6, A1.7), at least 5 who are current members of GFC and up to 2 recent former GFC members. One member, ideally a member of GFC, will be elected by the committee to serve as Chair. One member, ideally a member of GFC, will be elected by the committee to serve as Vice-Chair.
- 1 Dean
- 1 non-academic staff (S1.0) from GFC
- 1 undergraduate student from GFC
- 1 graduate student from GFC

Non-voting Members

- University Secretary
- GFC Secretary
- Appeals Coordinator as defined in the Code of Student Behaviour, Code of Applicant Behaviour and the Practicum Intervention Policy

4. Delegated Authority from General Faculties Council

Should be reviewed at least every three years and reported to GFC.

- 4.1 Discretionary power to nominate for terms of less than three years, should such be needed, to provide an overlap of experience in committees of GFC. This discretionary power may be exercised at the request of the committee involved. Terms of one or two years will be submitted by the Nominating Committee in the same manner as for three-year terms.

4.2 Appoint the Chair and Vice-Chair of the GFC Student Conduct Policy Committee (SCPC).

5. Responsibilities Additional to Delegated Authority

5.1 Review and recommend to GFC the replenishment of GFC standing committees and other bodies requiring representation from the university community.

5.2 Develop and support engagement and communication strategies to encourage individuals to serve on GFC, GFC standing committees and/or other governance bodies.

5.3 Duties of the Nominating Committee Chair

- a. The Chair may be called upon to provide input/feedback on other bodies seeking representation from the university community including, but not limited to, Selection/Review Committees (Vice-Presidents and Deans), major award selection committees

6. Sub-delegations from Nominating Committee

Should be reviewed at least every three years and reported to GFC.

None.

7. Limitations to Authority

The following further refines or places limitations on authorities held by or delegated to NC:

7.1 The committee provides a report of its recommendations to GFC who will then have the opportunity to add further eligible nominees. If further eligible nominations are received, an election may be held according to the Nominating Committee process which can be found at: governance.ualberta.ca; otherwise, the report of the committee is considered approved and the nominees elected.

7.2 The Nominating Committee will be replenished by the same rigorous process as the GFC standing committees (see 5.1) and in accordance with its mandate.

8. Reporting to GFC

The Committee should regularly report to GFC with respect to its activities and decisions.

9. Definitions

Academic staff – as defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#) in UAPPOL

Non-Academic staff – as defined by the [Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) in UAPPOL

10. Links

UAPPOL ([Recruitment Policy](#), [Awards for Faculty Excellence Policy](#))

Approved by General Faculties Council: [date]

PROPOSED GFC NOMINATING COMMITTEE TRANSITION STRATEGY

To form a 'Free-Standing Nominating Committee'

2018 GOVERNANCE CONSULTATION AND APPROVAL PATH				Completed
Dec -14-2017	NC	Meeting	Mandate Overview/Orientation Session	✓
Jan-15-2018	NC-RC	Joint Meeting	Review of Draft Terms, Transition Strategy	✓
Feb-12-2018	NC-RC	Joint Meeting	Review of Terms/Transiton/Training Session	✓
Feb-26-2018	GFC	Meeting	<u>Update</u> (NC>GFC): verbal brieing by NC Chair/delegate	✓
Mar-05-2018	EXEC	Meeting	<u>Early Consultation</u> regarding Transition Strategy (to form a "Free Standing Committee")	✓
Mar-19-2018	GFC	Meeting	<u>Early Consultation</u> regarding Transition Strategy (to form a "Free Standing Committee")	
Apr-09-2018	EXEC	Meeting	For <u>Recommendation</u> (Exec >GFC): Proposed new Terms with Strategy	
Apr-30-2018	GFC	Meeting	For <u>Approval</u> - Proposed new Terms with Strategy	

<u>PROPOSED TRANSITION CYCLE TO REPLENISH</u> the GFC Executive Committee (EXEC) and the GFC Nominating Committee (NC) for the 2018-19 Academic Year			
May-1-2018	GFC		New Student Terms begin: (a) for all STUDENTS <u>elected into GFC seats</u> ; (b) all <u>GFC Student-Members elected into GFC Committees</u>
May-1-2018	NC	by Email	NC Chair writes to <u>current NC elected Staff representatives</u> asking to advise of their continued interested to remain as serving members on "new" NC
May-7-2018	NC	by Email	Deadline for confirmation by NC members of their NC membership interest (<i>Note: same day as NC's Annual Staff Replenishment Meeting</i>)
May-9-2018	NC	by Email	NC calls upon <u>eligible GFC elected staff</u> to submit GFC Committee applications to fill upcoming vacancies on " <u>EXEC and NC</u> " committees for a terms commencing July 1. (<i>Terms of office for staff members are normally three (3) years in duration, running from July 1 through June 30.</i>)
May-19-2018	NC	by eFORM	Deadline for GFC committee applications to be received by University Governance to form the "EXEC and NC" (2018-19) nomination pool.
June-04-2018	RC-NC	Meeting	Joint Meeting of the GFC Replenishment and GFC Nominating Committees to replenish seats on EXEC and NC effective July 1, 2018.
June 06-2018	RC-NC	by Email	<u>Circulation of Joint Report of RC-NC to GFC</u> -- composed of the EXEC and NC membership recommendations to GFC for consideration and approval.
June 13-2018	RC-NC	by Email	Deadline for a GFC member to add an additional (eligible) name to the RC-NC Report of Recommended Nominees for committee appointment.
June-18-2018	GFC	by eVOTE	If an election is triggered, a GFC election period would open shortly following the end of the nomination period.
June-26-2018	GFC		GFC election period closes. Final candidates are declared.
July-1-2018	GFC		New Term begins for <u>ALL</u> newly-elected staff representatives <u>to GFC/GFC Committees</u>

Note: NC's "Annual Committee Membership Replenishment Schedule" for the 2018-19 academic year			
April-9-2018	NC	Meeting	Annual Membership Replenishment of GFC Students to GFC Committees, Appeal Bodies, Other Committees
May-7-2018	NC	Meeting	Annual Membership Replenishment of Staff to GFC Committees, Appeal Bodies, Other Committees (in accordance to new GFC Principles)

OUTLINE OF ISSUE
Action Item

Agenda Title: **Re-appointment of Professor Steven Penney as Chair of the GFC Student Conduct Policy Committee (SCPC)**

Motion: THAT the GFC Executive Committee, under delegated authority from General Faculties Council, re-appoint Professor Steven Penney to the position of Chair of the GFC Student Conduct Policy Committee for a one year term beginning July 1, 2018 and ending June 30, 2019.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Meg Brolley, Secretary to General Faculties Council (GFC)
Presenter	Meg Brolley, Secretary to General Faculties Council (GFC)

Details

Responsibility	General Faculties Council
The Purpose of the Proposal is (please be specific)	To re-appoint the Chair of GFC Student Conduct Policy Committee
The Impact of the Proposal is	Professor Steven Penney (Faculty of Law) has served as Chair of GFC SCPC since 2011 and, previous to that, a two year term as an elected faculty member. Professor Penney has agreed to continue to serve as Chair (if re-appointed) for the period July 1, 2018 to June 30, 2019; his experience in this role would provide strong continuity for the Committee.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	July 1, 2018
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	N/A
Supplementary Notes and context	

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"> •
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> • University Governance; Provost and Vice-President (Academic) • Professor Steven Penney
	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> •
Approval Route (Governance) (including meeting dates)	GFC Executive Committee - April 9, 2018
Final Approver	GFC Executive Committee

Alignment/Compliance

Final Item No. 8

<p>Alignment with Guiding Documents</p>	<p><i>For the Public Good</i> Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</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): GFC has responsibility, subject to the authority of the Board of Governors, over “academic affairs” (Section 26(1)) and “student affairs” (Section 31).</p> <p>2. GFC Student Conduct Policy Committee (SCPC) Terms of Reference (Composition) “1 academic staff (A1.1, A1.5, A1.6, A1.7) to serve as Chair; appointed by GFC Executive Committee for a two year term. Strong preference is given to an individual with legal training.”</p>

Attachments (none)

Prepared by: Meg Brolley, GFC Secretary and Manager of GFC Services, University Governance, meg.brolley@ualberta.ca