

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, June 15, 2020 meeting:

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Agenda Title: **Proposed Changes to Education Faculty Council Composition and Quorum**

CARRIED MOTION:

THAT the GFC Executive Committee, under delegated authority from General Faculties Council, approve the proposed changes to Education Faculty Council Composition and Quorum, as set forth in attachment 1, to take effective July 1, 2020.

FINAL Item 4

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Agenda Title: **Final Report of GFC Executive's Transition Committee**

CARRIED MOTION:

THAT the GFC Executive Committee recommend that General Faculties Council discharge, with thanks, the GFC Executive ad hoc Transition Committee.

FINAL Item 5

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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 June 22, 2020 meeting of General Faculties Council, as set forth in Attachment 1, as amended.

FINAL Item 12

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FINAL Item No. 4

**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>Education Faculty Council Composition and Quorum</b>
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**Motion**

THAT the GFC Executive Committee, under delegated authority from General Faculties Council, approve the proposed changes to Education Faculty Council Composition and Quorum, as set forth in attachment 1, to take effective July 1, 2020.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Jennifer Tupper, Dean, Faculty of Education
Presenter(s)	Lynn McGarvey, Vice Dean, Faculty of Education

**Details**

Office of Administrative Responsibility	General Faculties Council
The Purpose of the Proposal is <i>(please be specific)</i>	This proposal is before the committee to seek approval of the changes to Faculty Council composition and quorum.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The Education Faculty Council approved an update to their Terms of Reference to include a quorum (Section 7.1) at 40% of voting membership in April 2019, which was approved by the GFC Executive on June 10, 2019. This quorum is typical of numerous Faculties, such as ALES, Extension, Native Studies, or FGSR. However, other Faculties that are larger in size and more comparable to Education, such as Arts, Science, Medicine and Dentistry, and Engineering, have a smaller quorum, between 10% and 30% of voting membership. The General Faculties Council itself has a quorum equal to one third of voting membership. This ensures adequately broad representation while also ensuring the efficiency of governance. The February 4, 2020 Education Faculty Council was forced to summarily adjourn due to a lack of quorum, delaying important governance. While quorum has been met at previous and subsequent Education Faculty Council meetings, the risk for similar summary adjournment due to lack of quorum has been high. It is therefore recommended that, to improve the likelihood that quorum is met while still ensuring adequate representation of faculty and staff within the Education Faculty Council, the quorum for the Education Faculty Council be reduced to one third of voting membership.</p> <p>The Education Faculty Council Terms of Reference, Section 2.3.2(i) lists the appointed external membership of a representative from the HT Coutts Library, as approved by the Education Faculty Council on October 4, 1966. The University of Alberta Libraries has now undertaken structural reorganization, and the position of HT Coutts Library representative has been eliminated. The University of Alberta has created the role of Library Head – Faculty Engagement (Law, Arts, Education, Campus Saint-Jean), who now provides representation for the Faculty of Education. It is therefore proposed that Section 2.3.2(i) of the Education Faculty Council Terms of Reference be revised to read “Library Head – Faculty Engagement (Law, Arts, Education, Campus Saint-Jean)”.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Item No. 4

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)  <For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a> >	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> <li>•</li> </ul>
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> <li>• Dean of Education</li> <li>• Education Dean's Advisory Committee</li> <li>• Education Faculty Council</li> </ul>
	<u><i>Those who have been informed:</i></u> <ul style="list-style-type: none"> <li>•</li> </ul>
Approval Route (Governance) (including meeting dates)	Education Faculty Council - May 5, 2020 GFC Executive Committee - June 15, 2020

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act</i> GFC Executive Committee	

Attachments

1. 2020-05-05 Education Faculty Council Terms of Reference - with markups

Prepared by: Rachel Lindley-Maycock, Education Governance Administrator, [educgov@ualberta.ca](mailto:educgov@ualberta.ca)

# EDUCATION FACULTY COUNCIL

## Terms of Reference / Policy & Procedures

### 1. **AUTHORITY**

Education Faculty Council is established as the governing body of the Faculty of Education under Section 28(1) of the *Post-Secondary Learning Act*. Faculty council powers and compositions are set out in Section 28(1) and 29(1) of the *Act*. Further authorization concerning faculty council powers, compositions and quorums is outlined in GFC Sections 55.1, 55.3 and 55.5.

### 2. **COMPOSITION**

Education Faculty Council meetings are open to members only. Guests shall be invited only through the Chair, and are not eligible to vote. Guests may be present for part or for all of the meeting. Education Faculty Council membership is as follows:

#### 2.1 **Statutory (*ex-officio*) Members** (*PSLA* Section 28(2)) (EFC Jun 8 2010) (GFC Exec Nov 8 2010)

UofA President  
Dean  
Vice Dean  
Associate Deans

All full time members of the academic staff of the faculty

At the University of Alberta, for the purpose of serving on Faculty Councils, “full-time academic staff” is interpreted to mean all continuing academic staff in Category A1.0). (GFC Section 55.1.4)

*Category A1.0 Continuing*

A1.1 (Faculty) (continuing) / Tenure-track; teaching, research; Board-AAS:UA (Faculty) Agreement

A1.2 Administration & Professional Officers (continuing) / Tenure-track; professional, managerial; Board AAS:UA (APO) Agreement

A1.3 Faculty Service Officers (continuing) / Tenure-track; professional, technical; Board AAS:UA (FSO) Agreement

A1.4 Librarians (continuing) / Tenure-track; professional, managerial; Board AAS:UA (Librarian) Agreement

A1.5 Soft-tenure Faculty (continuing) / Soft-tenure-track; research, teaching; Board AAS:UA Agreement (Faculty)

A1.6 Part-time (continuing) Counterparts to A1.1 – A1.5 / Tenure-track; appropriate Board AAS:UA Agreement (Half-time or greater FTE)

#### 2.2 **Statutory Members**

##### 2.2.1 Student Members (GFC Section 55.1)

Undergraduate students (2)

As selected by the Education 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 Education 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.

Graduate students from the Faculty of Education (2)

##### 2.2.2 Registrar or delegate (GFC Section 55.1.3)

##### 2.2.3 Alberta Education (*PSLA* Section 28(2)(d) (Subsection 4)) (EFC Oct 4 1994) (GFC Exec Apr 8 2002)

## 2.3 Appointed Members

Any other persons who are appointed to the faculty council by general faculties council on the recommendation of the faculty council (*PSLA* Section 28(e)). The Executive Committee of General Faculties Council is authorized to make appointments to Faculty and School Councils on their recommendation. (GFC Nov 25 1968)

Term of office for all appointed members will be one year. (EFC Jun 8 2010) (GFC Exec Nov 8 2010)

### 2.3.1 Appointed Members Internal

Sessional Instructors from the Faculty of Education (2) (EFC Oct 1 1996) (GFC Exec Oct 16 1996)

Non-Academic Staff from the Faculty of Education (2) (EFC Oct 1 1996) (GFC Exec Oct 16 1996)

### 2.3.2 Appointed Members External

2.3.2(i) and 2.3.2(ii) require a full time continuing academic member (according to Category A1.0).

2.3.2(i) ~~Library Head – Faculty Engagement (Law, Arts, Education, Campus Saint-Jean) HT Courts-~~

~~Library (1) (EFC Oct 4 1966)~~

2.3.2(ii) A representative from the faculties of:

Agricultural, Life and Environmental Sciences (1) (EFC Jan 4 1977)

Arts (1) (EFC 1945)

Augustana (1) (EFC Jun 8 2010) (GFC Exec Nov 8 2010)

Business (1) (EFC Jan 4 1977)

Campus Saint-Jean (1) (EFC Dec 7 1971)(EFC Jun 8 2010) (GFC Exec Nov 8 2010)

Extension (1) (EFC Jan 4 1977)

Native Studies (1)(EFC Jun 8 2010) (GFC Exec Nov 8 2010)

Nursing (1) (EFC Jan 4 1977)

Physical Education and Recreation (1) (EFC Jan 4 1977)

Rehabilitation Medicine (1) (EFC Jan 4 1977)

Science (1) (EFC Jan 4 1977)

2.3.2(iii) Alberta Teachers' Association (1) (EFC Dec 1 1966)

## 2.4 Non voting Members

2.3.2(iv) Contract administrative appointments as invited by the Dean (non-voting) (EFC Jun 8 2010) (GFC Exec Nov 8 2010)

## 3. **MEMBERSHIP POLICIES**

### 3.1 Alternates

The *PSLA* makes no provision for alternates to elected members.

Only the President and the Dean shall be permitted to send alternates to the meetings of EFC. They shall have full voting rights and the right to propose motions. Members who are elected or appointed to Education Faculty Council may not send alternates to meetings of EFC. (EFC Jun 8 2010)

### 3.2 Attendees at council/committee/board meetings

*Voting members* – may participate in discussions and may move, second and vote on motions. This includes ex officio, appointed and elected members as set out in the composition of the specific terms of reference. (EFC Jun 8 2010)

*Non-voting members* – members in regular attendance at committee meetings, who may participate in discussion, but cannot move, second or vote on motions. (EFC Jun 8 2010)

*Guests* – individuals invited to attend a particular meeting and to participate in discussion related to a specific item they were invited to address. Guests cannot move, second or vote on motions. (EFC Jun 8 2010)

*Visitors* – individuals in attendance at a public meeting to observe committee proceedings, who may speak only if expressly invited to do so by the chair. Visitors who have permission to speak may speak only once. A visitor cannot move, second or vote on motions. (EFC Jun 8 2010)

*Observers* – in attendance at a public meeting as an observer only. An observer cannot participate in discussion and cannot move, second or vote on motions. (EFC Jun 8 2010)

#### **4. MANDATE**

Subject to Section 29(1) of the *Post-Secondary Learning Act (PSLA)* a faculty council is empowered to:

- 4.1 determine the programs of study for which the faculty is established;
- 4.2 appoint the examiners for examinations in the faculty, conduct the examinations and determine the results of them;
- 4.3 provide for the admission of students to the faculty, subject to the admission standards and policies determined by the general faculties council;
- 4.4 determine the conditions under which a student must withdraw from or may continue the student's program of studies in the faculty, and
- 4.5 authorize the granting of degrees, subject to any conditions or restrictions that are imposed by the general faculties council.

Subject to challenge by General Faculties Council, the GFC Executive Committee has accorded to faculty councils the authority to deal with special arrangements regarding final examinations. (GFC EXEC Feb 15 1967)

#### **5. POWERS**

A faculty council may delegate any of its powers, duties and functions under this Act 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. (*PSLA* Section 29(3))

5.1 New Councils, Committees and Boards of EFC (EFC Feb 2, 2010)  
EFC may establish new councils, committees or boards.

EFC or delegate body shall provide clear, explicit, and detailed terms of reference for approval by EFC.

5.2 Continuing Councils, Committees and Boards of EFC (EFC Feb 2, 2010)  
Amendments to terms of reference for councils, committees and boards of EFC shall be brought to EFC for approval.

Only EFC has the authority to dissolve councils, committees and boards of EFC.

5.3 Ad Hoc Committees (EFC Feb 2, 2010)  
EFC may strike ad hoc committees to study and make recommendations on specific issues.

When EFC establishes an ad hoc committee, EFC or delegate body shall create clear, explicit, and detailed terms of reference and set a reporting date, both to be approved by EFC.

Ad hoc committees shall be considered discharged once their reports are received or accepted by EFC, unless EFC requests that they continue.

## **6. MEETINGS**

6.1 A meeting of a faculty council must be held at any time on the summons of the dean of the faculty. (PSLA Section 29(2))

6.2 Education Faculty Council shall normally meet once a month, usually on the first Tuesday of the month. The schedule of meetings will be distributed at the beginning of each academic year. Any change of date will be announced at least one month in advance. Cancellation notices will be distributed as needed. (EFC Feb 2, 2010)

6.3 Regular meetings of the EFC which are still in session after the scheduled end time may be continued for a specified period of time through a motion from the floor. If such a motion is not approved, the item of business under discussion and items remaining on the agenda shall be deferred to the next regular meeting or to an additional meeting at the discretion of the Chair. (EFC Feb 2, 2010)

## **7. QUORUM**

7.1 A quorum is the minimum number of members who must be present for business to be transacted legally. Quorum at EFC will be represented by ~~40%~~one third (1/3) of voting membership, not including those on leave. (EFC ~~Apr 2 2019~~May 5, 2020) (GFC Exec ~~Jun 10 2019~~xxxx, 2020)

7.2 Maintaining quorum – a duly-called meeting that starts with a quorum present shall be deemed to have a continuing quorum, notwithstanding the departure of voting members, unless the quorum is challenged by a voting member. In the event of a challenge, the remaining members may choose to adjourn or continue the meeting. In the event of a decision to continue a meeting without a quorum, the minutes shall record this fact and any decisions taken must be ratified at the next meeting.

## **8. PROCEDURES**

The Education Faculty Council (EFC) procedures are based on those established by General Faculties Council (GFC). GFC voted against adopting Robert's Rules of Order (1974). GFC is governed, instead, by precedent and, in situations not covered by precedent GFC is guided by the Chair, whose rulings are subject to challenge. Education Faculty Council follows the same model. (EFC Feb 2 2010)

### **8.1 Chair**

The Dean or Designate of the Faculty of Education shall chair Education Faculty Council. (EFC Feb 2 2010)

### **8.2 Agenda Approval**

The authority to decide which items are to be placed on an EFC agenda resides with the Chair. New items cannot be introduced at a Council meeting except by a two-thirds vote of those present. In cases where the Chair has been informed in advance of a request to add a new item, the proposal shall be circulated, time permitting, to Council members. When the Agenda is being approved, the Chair will entertain a request to change the order, for specified reasons. (EFC Feb 2 2010)

### 8.3 Minutes

The record of discussion shall reflect fully the basis of decisions. EFC agendas, minutes and memberships shall be made available to the public. (EFC Feb 2 2010)

Minutes of the previous EFC shall be approved as submitted or approved as amended by a motion. Once approved by EFC, minutes will be posted on the Faculty of Education Governance website. Original agendas and supporting material are bound and filed in the Dean of Education's office for historical reference. (EFC Feb 2 2010)

Minutes from EFC Councils (Graduate Academic Affairs Council and Undergraduate Academic Affairs Council) shall be presented to EFC following approval by the respective Council. These minutes are for information only. At the stage of the motion to receive these minutes by the EFC, any member of the EFC may question or challenge an action of GAAC or UAAC. A majority vote at EFC is required in order to bring the question or challenge to the next EFC meeting for consideration. Approved minutes of GAAC and UAAC will be posted on the Faculty of Education Governance website. Original agendas and supporting material are bound and filed in the Dean of Education's office for historical reference. (EFC Feb 2 2010)

### 8.4 Reports

Councils, committees and boards of EFC (Appendix A), and Centres within the Faculty of Education, will submit an annual report to EFC each Fall or as requested by the Chair. A motion to receive these reports is required. Annual reports of EFC Councils and Committees will be posted on the Faculty of Education Governance website. (EFC Feb 2 2010)

### 8.5 Motions

A motion is a formal proposal that the assembly take certain action. To make a motion, a member must obtain the floor, that is, the member must be recognized by the Chair. (In the interest of clarity, it is advisable to write out a motion in advance; giving a copy to the Secretary usually expedites business.) The person making a motion will be invited by the Chair to speak first in any ensuing debate. (EFC Feb 2 2010)

A motion must be *seconded*. A second merely implies that the seconder agrees that the motion should be debated and not that the seconder necessarily favours the motion. If no seconder is found, the motion is dead and the meeting moves on to other business. (EFC Feb 2 2010)

#### 8.5.1 Notice of Motion

A Notice of Motion is a method of informing the membership in advance of the intention to make a specific motion. When Notice of Motion has first been given at an EFC meeting, the Chair will decide whether it is appropriate that such a motion be placed on the Agenda of the next EFC meeting. (EFC Feb 2 2010)

#### 8.5.2 Amendment to a Motion

An amendment is a subsidiary motion. It is used to modify the wording - and within certain limits the meaning - of a pending motion before the pending motion itself is voted upon. Its adoption does not adopt the motion thereby amended, and its rejection leaves the pending motion unaltered. (EFC Feb 2 2010)

The amendment must be germane; that is, it must be closely related to or have bearing on the subject of the motion. No new subject can be introduced under the pretext of being an amendment. (EFC Feb 2 2010)

An amendment must be seconded and is debatable. Such debate must be confined to the desirability of the amendment and must not extend to the merits of the motion to be amended, except as may be necessary to determine whether the amendment is advisable. (EFC Feb 2 2010)



An amendment can be amended, by a motion to amend the amendment. A majority vote is required. (EFC Feb 2 2010)

The mover with the consent of the seconder may incorporate a ‘friendly’ amendment into the main motion if the mover and seconder of the amendment are agreeable. The Chair has discretion to adjudicate challenges to the status of the friendly amendment. (EFC Feb 2 2010)

#### 8.5.3 Motion to Table

A Motion to Table enables EFC to lay aside the pending question until some future time. A Motion to Table must be seconded, cannot be debated and requires a majority vote. The mover may make a brief statement on what information they believe would be necessary to lift an item from the table, followed by the proposer of the original item, who may make a brief comment to EFC on the impact of tabling the motion. (EFC Feb 2 2010)

#### 8.5.4 Motion to Take From the Table

A Motion to Take from the Table is a motion to bring back before EFC the matter laid aside. Such a motion must be seconded, cannot be debated and requires a majority vote. (EFC Feb 2 2010)

#### 8.5.5 Motion to Reconsider

A Motion to Reconsider enables EFC, within a limited time, to bring back for further consideration a motion that has already been voted on. The effect of a Motion to Reconsider is to restore proceedings to the point immediately prior to the vote to which it applies. (EFC Feb 2 2010)

A Motion to Reconsider must be brought forward at the same or next calendar month’s meeting, after which Motion to Rescind procedures must be followed. (EFC Feb 2 2010)

A Notice of Motion to Reconsider must be provided with at least ten (10) working days’ notice if the Motion to Reconsider does not take place at the same meeting. (EFC Feb 2 2010)

A Motion to Reconsider must be seconded and is amendable. (EFC Feb 2 2010)

A Motion to Reconsider is debatable, unless the motion to which it applies was not debatable. Debate may pertain to reasons for reconsideration only. (EFC Feb 2 2010)

A simple majority vote is required. (EFC Feb 2 2010)

An approved Motion to Reconsider suspends action on the original motion to which it applies until the original motion has been decided upon. (EFC Feb 2 2010)

A motion can be reconsidered only once. (EFC Feb 2 2010)

A motion which has already been acted upon cannot be reconsidered. (EFC Feb 2 2010)

#### 8.5.6 Motion to Rescind

A Motion to Rescind is the motion by which a previous act or order can be cancelled or reversed. (EFC Feb 2 2010)

A Motion to Rescind is only used when a Motion to Reconsider is out of time. (EFC Feb 2 2010)

A Motion to Rescind must be seconded, and is amendable. (EFC Feb 2 2010)

A Motion to Rescind is debatable, unless the motion to which it applies was not debatable. Debate may pertain to reasons for reconsideration only. (EFC Feb 2 2010)

A Motion to Rescind requires a Notice of Motion provided to Council membership with at least ten (10) working days notice. A two thirds majority vote of those present is required. (EFC Feb 2 2010)

#### 8.5.7 Motion to Adjourn

A motion to adjourn is a motion to close the meeting. It must be seconded, is not debatable or amendable and requires a majority vote. (EFC Feb 2 2010)

### 8.6 Debate Procedures

#### 8.6.1 Interrupting a Speaker

A member who has the floor may not normally be interrupted. However, the Chair may interrupt a speaker if the speaker is out of order by using unacceptable language, is abusive of other members, or is not speaking to the motion. If the Chair does not do so, a member may raise this as a point of order.

A speaker may not be interrupted because the listener does not agree with what is being said. (EFC Feb 2 2010)

#### 8.6.2 Calling the Question

Calls of "Question!" by members from their seats are informal expressions of individual members' desires to proceed to a vote on the matter under discussion. (Such calls are disorderly if made while another member is speaking.) Upon hearing such a call, the Chair will ask members if they are ready to vote on the motion being discussed. If there appears to be opposition to closing the debate, the Chair may ask for a motion to close debate. If seconded, eligible members will then vote on this motion and proceed accordingly. (EFC Feb 2 2010)

#### 8.6.3 Challenging the Chair

The Chair may allow debate on a point of order before making a ruling. The Chair should state the basis on which such a ruling is made and no debate thereon is permitted. When the Chair rules on a question of procedure, any member may rise and state to the Chair, "I respectfully appeal to EFC from your ruling." The Chair will respond by stating, "The Council has heard the ruling of the Chair. The question is: Shall the ruling of the Chair be sustained?" This issue is then put to a vote. (EFC Feb 2 2010)

#### 8.6.4 Committee of the Whole

Debate should be either for or against a motion. However, an issue may arise which is not so clear-cut or for which the rules may seem to be a hindrance. In such a case, a motion that EFC resolve itself into a Committee of the Whole may be made. If carried, the visitors are asked to leave the Chamber, the Chair steps down and another Chair is appointed or elected for the duration of the meeting of the Committee of the Whole. Minutes are not taken and members may speak more freely and informally. (EFC Feb 2 2010)

A motion need not be seconded in order to be discussed. (EFC Feb 2 2010)

When the Committee of the Whole reaches agreement, a motion is made "that the Chair rise and report," upon the adoption of which motion the Committee of the Whole is dissolved, the Chair of EFC resumes the Chair and the Chair of the Committee of the Whole reports to the Chair of EFC the action taken by the Committee of the Whole. (EFC Feb 2 2010)

#### 8.6.5 In Camera

In camera may be used to describe a closed meeting (non-members not permitted), which covers information not reflected in the minutes and not available to the public. Such sessions may discuss personnel, financial or other sensitive decisions that must be kept secret (for example, a strategic change which the faculty does not yet want the public to know about). (EFC Feb 2 2010)

#### 8.6.6 Special Debate

Special debate can be declared by the Chair in cases where there is very active debate that is monopolized by a few speakers, but multiple participants wish to speak. In a special debate, no member may speak for a second time until the Chair is satisfied that all those wishing to speak for the first time have done so. (EFC Feb 2 2010)

#### 8.6.7 Point of Order

It is the right of every member who notices a breach of the rules of Council to insist on their enforcement. If the Chair fails to notice such a breach, any member may make the appropriate Point of Order, calling on the Chair for a ruling. If the Chair, being in doubt, refers the point of order to the judgement of Council, it thereby becomes debatable. (EFC Feb 2 2010)

A Point of Order is the only time when a member is allowed to interrupt a speaker who has the floor. (EFC Feb 2 2010)

A Point of Order does not require a seconder, it is not debatable (except in the circumstance noted above), it is not amendable, and cannot be reconsidered. (EFC Feb 2 2010)

A Point of Order should not be raised which has nothing to do with procedure and is merely a tactic to say something which would not normally be allowed. (EFC Feb 2 2010)

#### 8.7 Voting Procedures

8.7.1 When the electronic voting system installed in the Council Chamber shows a difference of five or less in the votes counted for and against a motion, there shall be a second electronic vote. The second vote shall be the final result. If the electronic voting system is not available, a secret paper ballot shall be held at the discretion of the Chair. (EFC Feb 2 2010)

8.7.2 Voting shall be by majority vote except on a Motion to Rescind without previous notice, when a two-thirds vote of the total membership is required. (EFC Feb 2 2010)

8.7.3 The Chair shall vote only in the instance of a tie vote. When there is a tie vote, the motion is lost if the Chair abstains. The motion is adopted if the Chair votes in the affirmative and is defeated if the Chair votes in the negative. (EFC Feb 2 2010)

8.7.4 The results of all votes taken at EFC meetings shall be announced by the Secretary. The results of EFC votes shall not be recorded in the minutes. (EFC Feb 2 2010)

8.7.5 All members of EFC are charged with the responsibility of examining issues before Council and voting as they judge fit on such issues. No member of EFC, regardless of how that person gains membership on Council, is an instructed delegate. (EFC Feb 2 2010)

### **9. Impeachment**

No member of EFC can be impeached. (EFC Feb 2 2010)

FINAL Item No. 5

**Governance Executive Summary  
Action**

<b>Agenda Title</b>	<b>Final Report of GFC Executive's Transition Committee</b>
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**Motion**

THAT the GFC Executive Committee recommend that General Faculties Council discharge, with thanks, the GFC Executive ad hoc Transition Committee.
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**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	GFC Executive ad hoc Transition Committee
Presenter	Eleni Stroulia, Chair, GFC Executive ad hoc Transition Committee

**Details**

Responsibility	General Faculties Council
The Purpose of the Proposal is (please be specific)	The proposal is before the committee to report on the activities and outcomes of the transition committee.
Executive Summary ( <i>outline the specific item – and remember your audience</i> )	<p>Following the endorsement by GFC of the Report of the ad hoc Committee on Academic Governance including Delegated Authority on April 21, 2017, the GFC Executive Committee established a Transition Committee on May 15, 2017 to provide advice and guidance in the implementation of the 48 recommendations contained in the report.</p> <p>The Transition Committee began meeting in September 2017 and met monthly thereafter to guide the implementation of the recommendations with a goal of completion by April 2019.</p> <p>In April of 2019 the Transition Committee reported that there were two remaining pieces of work: (a) the revised terms of reference of the Committee on the Learning Environment (CLE) and (b) the streamlining of program approval pathways.</p> <p>CLE's new terms of reference were approved to take effect on January 1, 2020 and the proposed changes and streamlining of program approval pathways were approved on May 25, 2020 to take effect in September 1, 2020.</p> <p>At this time, the work of the transition committee is complete.</p>
Supplementary Notes and context	

**Engagement and Routing** (Include proposed plan)

Consultation and Stakeholder Participation	GFC Executive - June 15, 2020 General Faculties Council - June 22, 2020
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**Strategic Alignment**

Alignment with <i>For the Public Good</i>	Objective 21
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing.
	<input type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Relationship with Stakeholders

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	<input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<i>Post-secondary Learning Act</i> GFC Executive Committee Terms of Reference General Faculties Council	

Attachments:

1. Final Report of the GFC Executive Transition Committee
2. GFC Executive ad hoc Transition Committee Terms of Reference

*Prepared by:* University Governance



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**FINAL REPORT OF THE GFC EXECUTIVE AD HOC TRANSITION COMMITTEE**

**Background**

Following the endorsement by GFC of the Report of the ad hoc Committee on Academic Governance including Delegated Authority on April 21, 2017, the GFC Executive Committee established a Transition Committee on May 15, 2017 to provide advice and guidance in the implementation of the 48 recommendations contained in the report.

The Transition Committee began meeting in September 2017 and met monthly thereafter to guide the implementation of the recommendations with the goal of completion by April 2019.

Because there was additional work to be done on program approval pathways, in January 2019, the Transition Committee recommended the establishment of the ad hoc committee on Program Approval Processes with the purpose to review current approval processes and propose revised pathways with a timeline of no later than April 30, 2020. Due to the events of 2020, the deadline was extended to the end of May 2020.

**Implementation of Recommendations**

The recommendations of the ad hoc committee fell into the following areas:

1. GFC Principles

The following four documents were developed to guide the implementation of the ad hoc committee's recommendations and serve as a basis for future efforts to evaluate and improve academic governance at the University of Alberta.

GFC approved these principles on April 21, 2017:

- [Principles of Delegation of Authority](#)
- [Principles of Committee Composition](#)
- [Roles and Responsibilities of Members](#)
- [Procedural Rules](#)

2. Terms of Reference

When the report of the ad hoc committee was endorsed, GFC had 9 standing committees. With a template designed to provide clarity and transparency, each of these committees was charged with refining draft terms of reference for approval by the committee and by GFC.

The new format of the terms of reference was designed to be easy to read, provide transparency on the role and responsibilities, and clearly articulate the committee's delegated authority from GFC.



In addition, changes were proposed to the committee structure:

- Establishment of a free-standing Nominating Committee (NC)
- Disbandment of the Replenishment Committee and reassignment of duties to NC
- Moving the Council on Student Affairs (COSA) under the governance umbrella and revising its role and mandate to participate in the academic governance mission of the university

GFC has approved new/revised terms of reference for the following committees (available at the [member zone](#) of [ualberta.ca/governance](http://ualberta.ca/governance)):

- Student Conduct Policy Committee (formerly the Campus Law Review Committee)
- Facilities Development Committee
- Nominating Committee (with concurrent disbandment of the Replenishment Committee)
- University Teaching Awards Committee
- Undergraduate Awards and Bursaries Committee (formerly the Undergraduate Awards and Scholarships Committee)
- Executive Committee
- Council on Student Affairs
- Academic Standards Committee
- Academic Planning Committee
- General Faculties Council
- Committee on the Learning Environment

### 3. Overall GFC practices

A number of changes have been implemented to increase engagement:

- The number of GFC meetings increased to 8 per year, from 6, beginning in 2017-2018.
- Early Consultation was added as a regular item to the GFC agenda allowing for members to contribute to items at a strategic level.
- As part of their discussions, committees consider when it is appropriate to send items to GFC rather than exercise their delegated authority.
- There is a commitment for all committees, and GFC, to review terms of reference and delegations on a 3-year cycle. The GFC Executive Committee has been given the responsibility for ensuring this review takes place.

Orientation and education have also been strengthened:

- Enhanced orientation for GFC, committees and committee chairs and vice-chairs occurs annually each fall.
- Governance 101 materials have been updated and there are typically three sessions per year (Sep, Feb and Jun) to new GFC members and other members of the community.



- A [GFC and Committee Member Guidebook](#) has been developed and is available online.
- University Governance has been added to the orientation of different cohorts (new faculty, new Deans, new chairs and other members of the U of A community) so that they are introduced to governance in a contextual manner, relevant to their interests and activities.
- A prototype searchable web site, OpenGov, has been developed to enable text-based search of the meeting agendas and key words of the GFC committee and standing committees. Due to timing and resources, OpenGov has not yet been implemented and work will continue to refine this tool. It remains a key objective to improve access to governance decisions and materials.

#### 4. Relationship between GFC and the Board of Governors

The following changes were made starting in 2017-2018 to improve communications between the two governing bodies:

- The Chair of the Board is invited to speak at a GFC meeting annually, typically early in the academic year.
- An annual joint, Board, GFC, and Senate Summit has been established (and has occurred three times), with its agenda co-developed by members of the Exec and the Board.

#### 5. Delegated Authority

Delegation was one of the key issues examined in the ad hoc committee review of academic governance, which resulted in the following actions:

- GFC approved the Principles of Delegation of Authority, which outline what can be delegated, under what circumstances, and when delegated authority should not be exercised.
- Delegated authorities are clearly delineated within the terms of reference of each committee and a curated list of all GFC delegations is linked to the GFC terms of reference.
- Terms of reference call for a review of delegations every three years.
- A [curated list of GFC delegations](#) is available on the University Governance website and linked to the GFC terms of reference. This will be a continuing project to ensure a complete and accurate list.

#### 6. Academic Program Approval

Through the implementation phase, it became apparent that program pathways (including establishment, evolution, and suspension) were quite complex, and asymmetrical for the undergraduate and graduate levels. Some streamlining of this process occurred through review of committee terms of reference and were reflected in the terms for ASC and APC.





Further work was needed to provide a system that would serve the university well into the future. Therefore the GFC Executive Committee established an ad hoc committee in January 2019 to review current program approval processes and propose revised pathways. These recommendations came forward for consultation in fall 2019.

The recommendations presented a significant departure from current practice but provided a cohesive, transparent, and streamlined approach to the process. The proposal was refined and strengthened through extensive consultation over the following months and was approved by GFC on May 25, 2020 to take effect in September 2020.

Structurally, one new standing committee (the GFC Programs Committee) will be added to GFC, the Academic Standards Committee will be disbanded, and GFC Policy Manual Section 37 will be rescinded. Components of program approval have been removed from the terms of reference of APC and Executive. APC will continue to deal with proposals with institution wide implications to the university's longer term academic, research, financial, and facilities development according to their mandate.

## 7. Relationship between GFC and Faculty Councils

Faculty Councils play an important role in academic governance, but an apparent disconnect between them was identified by the ad hoc committee. The following steps have been taken to assist the Faculty Councils to clarify their work and will continue in the coming months:

- A template has been drafted to support Faculties in reviewing and, if necessary, updating their terms of reference. This was shared with Deans' Council in March 2019.
- The Faculties have been encouraged to review their membership and quorum requirements.
- Some Faculties are in the process of reviewing and revising terms of reference.
- Reports to Faculty Council by their GFC representatives are instituted into some Faculty Council agendas.
- Ongoing activities are under way to curate delegations from GFC to Faculty Councils.

## **Conclusion**

The Transition Committee was tasked with ensuring the implementation of the 48 recommendations of the ad hoc committee and given a two-year time line for completion. Through the efforts of many participating at the committee and stakeholder levels, and with the support of the GFC Executive Committee and GFC, the implementation has concluded.

At this time, academic governance is ready to engage in the renewal process as terms of reference approved in the early implementation stages will be coming forward as part of the



regular review process. The lessons learned will continue to inform improvement to processes and respond to a changing environment.

**Reference documents:**

1. [Report of the ad hoc Committee on Academic Governance including Delegated Authority](#)
2. Terms of Reference of the GFC Executive Transition Committee (attached)

*Submitted by:*

Eleni Stroulia, Chair (GFC and GFC Executive Committee member)  
Tammy Hopper, Vice-Chair (Vice-Provost Programs)  
Mark Loewen (Chair of the ad hoc committee)  
Steve Patten (Vice-Chair of the ad hoc committee)  
Shane Scott/Akanksha Bhatnagar (student representatives)

**GFC Executive ad hoc Transition Committee**  
(Academic Governance Including Delegated Authority)

**Purpose:**

To advise and guide the implementation of the recommendations of the ad hoc Committee on Academic Governance Including Delegated Authority

**Composition:**

- One member of the GFC Executive Committee
- One recent past member of the GFC Executive Committee
- Two members of the ad hoc Committee on Academic Governance Including Delegated Authority
- Provost, or delegate
  
- Resource members: GFC Secretary, University Secretary, others as required

**Terms of Reference:**

1. Monitor the progress of the implementation groups
2. Provide advice and guidance to implementation groups
3. Report to GFC and the GFC Executive Committee on the status of the recommendations

**Timeline:**

Consideration and action on the recommendations to be complete on or before April 2019

Approved by GFC Executive Committee: May 15, 2017