

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, March 08, 2021 meeting:

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Agenda Title: **Proposed Changes to Graduate Admissions Regulations, Faculty of Graduate Studies and Research**

CARRIED MOTION:

THAT GFC Executive Committee recommend that General Faculties Council approve the changes to the Graduate Admissions language and policy around deferrals, previously stated funding offers, and revised admission start dates, for immediate implementation.

FINAL Item 5

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Agenda Title: **Proposal from the Faculty of Science to add CHEM 103 and CHEM 105, Introductory University Chemistry I & II, to the List of Courses with Consolidated Exams**

CARRIED MOTION:

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the addition of CHEM 103 and CHEM 105, Introductory University Chemistry I and II, to the list of courses with Consolidated Final Examinations, as submitted by the Faculty of Science, to take effect 2021-2022.

FINAL Item 6

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Agenda Title: **Recommendations of the Committee of the Whole**

CARRIED MOTION:

THAT General Faculties Council (GFC) Executive Committee, recommend that GFC reaffirm its commitment for equal participation of its members regardless of their position within the University and reaffirm their ability to raise their concerns within the mandate of GFC, as set out in Attachment 1.

FINAL Item 11

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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 March 22, 2021 meeting of General Faculties Council, as set forth in Attachment 1.

FINAL Item 13

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FINAL Item No. 5

**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>Proposed Changes to Graduate Admissions Regulations, Faculty of Graduate Studies and Research</b>
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**Motion**

<p>THAT GFC Executive Committee recommend that General Faculties Council approve the changes to the Graduate Admissions language and policy around deferrals, previously stated funding offers, and revised admission start dates, for immediate implementation.</p>
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**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	The Faculty of Graduate Studies and Research
Presenter(s)	Brooke Milne, Vice-Provost and Dean, FGSR

**Details**

Office of Administrative Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to include additional language in the calendar regarding graduate program admissions and the policy around deferrals, previously stated funding offers, revised admission start dates, and the conditions thereof for graduate students.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>Admission deferrals are of heightened importance now in light of the complications with COVID-19 and students being unable to come to Canada to start their programs, and for all students who simply would rather wait to do so until in-person learning and research can take place again. Additional clarity was required around this policy since it has implications for students, departments and faculty members.</p> <p>Language informing this administrative procedure was included in two separate locations: the U of A Calendar and the FGSR Graduate Program Manual. This item brings together these two sources of information. It was also reviewed and updated to provide additional clarity.</p> <p>Note that there was discussion at FGSR Council that required the inclusion of editorial clarifying language. These amendments do not change the intentions of the policy, but have been made as the proposal moves forward.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Item No. 5

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

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p>	<ul style="list-style-type: none"> <li>● GEFAC -Oct. 22, 2020 (Discussion)</li> <li>● PRC - Dec. 2, 2020 (Discussion)</li> </ul>
<p>Approval Route (Governance) (including meeting dates)</p>	<ul style="list-style-type: none"> <li>● PRC - Jan. 6, 2021 (Approval)</li> <li>● FGSR Council - Jan. 20, 2021 (Approval)</li> <li>● GFC Programs Committee, February 11, 2021</li> <li>● GFC Executive Committee, March 8, 2021</li> <li>● General Faculties Council, March 22, 2021</li> </ul>

**Strategic Alignment**

<p>Alignment with <i>For the Public Good</i></p>	<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>			
<p>Alignment with Core Risk Area</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%; vertical-align: top;"> <p>X Enrolment Management</p> <p><input type="checkbox"/> Faculty and Staff</p> <p><input type="checkbox"/> Funding and Resource Management</p> <p><input type="checkbox"/> IT Services, Software and Hardware</p> <p><input type="checkbox"/> Leadership and Change</p> <p><input type="checkbox"/> Physical Infrastructure</p> </td> <td style="width: 40%; vertical-align: top;"> <p><input type="checkbox"/> Relationship with Stakeholders</p> <p><input type="checkbox"/> Reputation</p> <p><input type="checkbox"/> Research Enterprise</p> <p><input type="checkbox"/> Safety</p> <p>X Student Success</p> </td> </tr> </table>		<p>X Enrolment Management</p> <p><input type="checkbox"/> Faculty and Staff</p> <p><input type="checkbox"/> Funding and Resource Management</p> <p><input type="checkbox"/> IT Services, Software and Hardware</p> <p><input type="checkbox"/> Leadership and Change</p> <p><input type="checkbox"/> Physical Infrastructure</p>	<p><input type="checkbox"/> Relationship with Stakeholders</p> <p><input type="checkbox"/> Reputation</p> <p><input type="checkbox"/> Research Enterprise</p> <p><input type="checkbox"/> Safety</p> <p>X Student Success</p>
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<p>Legislative Compliance and jurisdiction</p>	<p>Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy</p>			

Attachments:

1. Calendar Language Change - Graduate Admissions Language

Prepared by: Brooke Milne, Vice-Provost and Dean, FGSR  
graddean@ualberta.ca

***Item: Changes to Graduate Admissions Language around  
Deferrals, Previously Stated Funding Offers and Revised  
Admission Start Dates.  
Date: Jan. 13, 2021***

**2021-2022 University of Alberta Proposed Calendar Graduate Program Changes:**

<b>CURRENT</b> text from the 2020-2021 calendar	<b>PROPOSED</b>
<p><b>Regulations of the Faculty of Graduate Studies and Research</b></p> <p>[...]</p> <p><b>Graduate Admission</b></p> <p>The decision to admit an applicant to a graduate program is made by that program.</p> <p>Official Admission Letters are issued by the Faculty of Graduate Studies and Research. Offers of admission are only valid for the term and program specified on the admission letter.</p> <p>Once admitted, students are required to provide official transcripts from all accredited postsecondary institutions that they have attended. See <a href="#">Admission with Conditions</a>.</p> <p>In order to be eligible for scholarships, students must provide official transcripts from all accredited postsecondary institutions that they have attended.</p> <p>Official documents must be sent directly from the postsecondary institution to the Faculty of Graduate Studies and Research.</p>	<p><b>Regulations of the Faculty of Graduate Studies and Research</b></p> <p>[...]</p> <p><b>Graduate Admission</b></p> <p>The decision to admit an applicant to a graduate program is made by that program.</p> <p>Official Admission Letters are issued by the Faculty of Graduate Studies and Research. Offers of admission are only valid for the term and program specified on the admission letter.</p> <p><b>Funding offers are only guaranteed for the entry term that is stated on the offer letter. If a student does not register in the term noted, then they risk forfeiting the funding offer due to the availability of the funding, the rules of any funding-granting agencies, and the discretion of the department and supervisor. Note: there may be additional conditions required by the student's academic unit. Students should check with their academic unit for further details.</b></p> <p>Once admitted, students are required to provide official transcripts from all accredited postsecondary institutions that they have attended. See <a href="#">Admission with Conditions</a>.</p> <p>In order to be eligible for scholarships, students must provide official transcripts from all accredited postsecondary institutions that they have attended.</p> <p>Official documents must be sent directly from the postsecondary institution to the Faculty of Graduate Studies and Research.</p>

All documents submitted to the Faculty of Graduate Studies and Research in support of an application for admission become the property of the Faculty of Graduate Studies and Research and will not subsequently be released or copied except to other University of Alberta offices, at the request of the student.

In accordance with the University's Admissions Policy, all admission decisions are final and there is no formal appeal to any body or person within the Faculty or the University.

Graduate students are not required to pay a tuition deposit.

### Admission with Conditions

In certain circumstances, the Faculty of Graduate Studies and Research or the academic unit may impose conditions on an applicant's admission. Such circumstances include academic qualifications that are difficult to assess or below the minimum standards required by the program.

The conditions will be clearly stated in the admission letter followed by the statement that if the student fails to satisfy the stated conditions by the required deadlines, the student may not be allowed to continue in the program.

Examples of admission conditions include:

- receipt of official documents from all accredited postsecondary institutions
- successful completion of a specific English Language Proficiency test.
- the requirement to take a specific set of courses, and achieve certain grades, or grade point averages, within a specified time.

An applicant who has met some or all of their admission conditions prior to arrival at the University of Alberta may request confirmation of the fact from the FGSR.

In the absence of exceptional circumstances, students admitted with conditions will not be permitted to register in

All documents submitted to the Faculty of Graduate Studies and Research in support of an application for admission become the property of the Faculty of Graduate Studies and Research and will not subsequently be released or copied except to other University of Alberta offices, at the request of the student.

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Examples of admission conditions include:

- receipt of official documents from all accredited postsecondary institutions
- successful completion of a specific English Language Proficiency test
- the requirement to take a specific set of courses, and achieve certain grades, or grade point averages, within a specified time.

If an applicant whose admission at the U of A is conditional based on completing another degree program, or another degree program is a prerequisite of their admission to the new program, and the applicant has not yet completed their previous degree program at the time they submit their application or accept their offer of admission, they must have done so by the time they first register in their new program at this university (see Conditional Admission to a Concurrent Graduate Program). If they have not, their application will be subject to a reassessment.

An applicant who has met some or all of their admission conditions prior to arrival at the University of Alberta may request confirmation of the fact from the FGSR.

In the absence of exceptional circumstances, students admitted with conditions will not be permitted to register in

900-level project courses until the conditions have been cleared.

In no circumstances will students admitted with conditions be permitted to register in directed reading courses until the conditions have been cleared.

If a student meets all of the conditions of admission, they may continue in the program; if not, the department will recommend, in writing, one of the following to the Dean, FGSR:

1. That the deadline for meeting the unfulfilled condition(s) be extended, with no new conditions being imposed.
2. That the student be granted another term with conditions. This recommendation must include (a) an indication of how the Failure in or Failure to Complete a Course in the first term of registration will be managed (see [Failure in or Failure to Complete a Course or Research Work](#) of the University Calendar) and (b) specification of a minimum number of graduate-level courses which are to be taken by the student and the minimum academic performance required.
3. That the student not be permitted further registrations in the program. This written recommendation to the Faculty of Graduate Studies and Research must include a rationale for this decision.

Any student who does not meet the conditions of a second term of registration will not be permitted to continue in the program.

### **Readmission**

Students who fail to keep the program active through required registration will be considered to have withdrawn from their program. See [Maintenance of Registration](#).

If they wish to resume work on their program, they must apply for readmission and have their program reassessed in terms of the regulations in force at the time of reapplication. There is no guarantee of readmission. If a student is recommended for readmission, a Readmission Fee will be assessed in addition to the fees assessed in the usual manner.

[...]

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In no circumstances will students admitted with conditions be permitted to register in directed reading courses until the conditions have been cleared.

If a student meets all of the conditions of admission, they may continue in the program; if not, the academic unit will recommend, in writing, one of the following to the Dean, FGSR:

1. That the deadline for meeting the unfulfilled condition(s) be extended, with no new conditions being imposed.
2. That the student be granted another term with conditions. This recommendation must include (a) an indication of how the Failure in or Failure to Complete a Course in the first term of registration will be managed (see [Failure in or Failure to Complete a Course or Research Work](#) of the University Calendar) and (b) specification of a minimum number of graduate-level courses which are to be taken by the student and the minimum academic performance required.
3. That the student not be permitted further registrations in the program. This written recommendation to the Faculty of Graduate Studies and Research must include a rationale for this decision.

Any student who does not meet the conditions of a second term of registration will not be permitted to continue in the program.

### **Readmission**

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### **Revised Admission—Changes to Admission Start Date**

If a student submits an application but cannot be physically present on their proposed program start date, the academic

unit has the discretion to change the applicant's proposed start term for up to one year from the original start date. Such a change would constitute a deferral and the above noted policies regarding deferrals will apply accordingly. (See: Graduate Admissions <LINK>)

A student who defers their original program start date by 12 or more months will fall within a new fee cohort in accordance with the Province of Alberta's legislation. Should this be the case, the student's tuition will be assessed in accordance with a revised tuition and fee guarantee for that academic year.

Normally, if the academic unit wants to extend the start date beyond one year (i.e. greater than 12 months), the applicant will complete a new Application for Graduate Admission, thus providing any new information on their education pursued/completed since the first application; another application fee will be required to process the new application.

**Requesting a Revised Admission Start Date**

If the student's request for a revised admission date is made to the Faculty of Graduate Studies and Research (FGSR), the FGSR will forward the student's request to the academic unit. If the academic unit agrees to the student's request, it will send a memo to FGSR noting that approval and the revised program start date. The FGSR will then send the student a revised admission letter.

If the student's request for a revised admission date is made to the academic unit and is subsequently approved, it will send a memo that notes the approval and revised program start date to the FGSR. The FGSR will then send the student a revised admission letter.

[...]

Justification:

Approved by:

## FINAL Item No. 6

**Governance Executive Summary**  
**Action Item**

<b>Agenda Title</b>	<b>Proposal from the Faculty of Science to Add CHEM 103 and CHEM 105, Introductory University Chemistry I and II, to the List of Courses with Consolidated Exams</b>
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**Motion**

<p>THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the addition of CHEM 103 and CHEM 105, Introductory University Chemistry I and II, to the list of courses with Consolidated Final Examinations, as submitted by the Faculty of Science, to take effect 2021-2022.</p>
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**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Department of Chemistry, Faculty of Science
Presenter(s)	Alex Brown (Professor, Department of Chemistry) and Gerda de Vries Associate Deans, Faculty of Science

**Details**

Office of Administrative Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to add CHEM 103 and 105 to the list of courses for which consolidated final exams are scheduled.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>CHEM 103 and CHEM 105 are Introductory Chemistry courses for engineering students. The Faculty of Engineering has requested that consolidated exams be implemented into CHEM 103 and CHEM 105, in line with recommendations from their accreditation review. Exams and Timetabling will be impacted because they will need to operationalize the request for consolidated exams in two large enrolment courses (900 – 1200 students).</p> <p>Introduction of consolidated exams in CHEM 103 and CHEM 105 is a strong measure to help achieve greater consistency in evaluation across sections of the same course and to insure that the same learning outcomes are met for all sections.</p> <p>The initial requirement for 2021/2022 will be for consolidated exams in the Fall term to accommodate roughly 1000- 1150 students in CHEM 103 and in the winter term to accommodate roughly 900 – 1000 students in CHEM 105.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

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

Consultation and Stakeholder Participation	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> <li>• Faculty of Science</li> <li>• Faculty of Engineering</li> <li>• Office of the Registrar (Timetabling)</li> </ul>
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(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> >	<b><u>Those who have been consulted:</u></b> <ul style="list-style-type: none"> <li>• Faculty of Science</li> <li>• Faculty of Engineering</li> <li>• RO Timetabling</li> </ul>
	<b><u>Those who have been informed:</u></b> <ul style="list-style-type: none"> <li>•</li> </ul>
Approval Route (Governance) (including meeting dates)	GFC Executive Committee – March 8, 2021

**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 checked="" 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 type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<b>Post-Secondary Learning Act (PSLA):</b> Section 26(1)(d)  <b>GFC Executive Committee Terms of Reference</b>  <b>UAPPOL Policy: Assessment and Grading, Consolidated Final Examinations Procedure</b> “1a. Approval of consolidated examinations: Faculties will determine which courses best demonstrate the need for a consolidated final examination on a continuing basis, and request approval by the GFC Executive Committee. Approval must be obtained from the GFC Executive Committee prior to scheduling or conducting a consolidated final examination.”	

Prepared by: Dr. Christie McDermott, Assistant Chair (Student Services), Chemistry,  
christie.mcdermott.ualberta.ca



FINAL Item No. 11

**Governance Executive Summary**  
**Discussion and Action Item**

<b>Agenda Title</b>	<b>Report of the Committee of the Whole on Collegial Governance at the University of Alberta in Light of December Events at General Faculties Council (GFC) and the Board</b>
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**Motion**

THAT General Faculties Council (GFC) Executive Committee, recommend that GFC reaffirm its commitment for equal participation of its members regardless of their position within the University and reaffirm their ability to raise their concerns within the mandate of GFC, as set out in Attachment 1.
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**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	The Committee of the Whole of the GFC
Presenter(s)	Bill Flanagan, President and Vice-Chancellor, Chair of the GFC

**Details**

Office of Administrative Responsibility	University Governance
The Purpose of the Proposal is <i>(please be specific)</i>	The purpose of this proposal is to inform GFC on the actions taken as a result of the recommendations of the report of the committee of the whole on February 8, 2021, and to support decision-making as a result of the report.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>On February 8, 2021, the issue of Collegial Governance in light of the December events at General Faculties Council (GFC) and the Board of Governors was referred to a committee of the whole. The Committee recommended that:</p> <ol style="list-style-type: none"> <li>1. the agenda for the meeting of February 22nd include an item for GFC to determine a process for developing its position on metrics.</li> <li>2. the chair of GFC consult with the chair of the Board of Governors about the development of joint committees between GFC and the Board, that their Terms of Reference be ratified by GFC, and that they indicate that both have discussions on areas of overlap.</li> <li>3. the GFC develop a set of procedures for enabling a meaningful consultation process, including potentially, but not limited to: further publicizing the meetings, agendas, and minutes of GFC and all its committees through the UoA mailing lists; opening the meetings to the public through live-streaming; and establishing a standard way for the community to provide input on all agendas and minutes.</li> <li>4. there be a formal review of the consultations and action processes for academic restructuring in the Fall of 2020. The goal of the review would be to make recommendations to improve communication and decision-making processes of the</li> </ol>

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GFC and the University going forward. The review should be conducted by a group elected by GFC and report to the GFC and the Board of Governors.

5. GFC reaffirm its commitment for equal participation of members regardless of their position within the University and their ability to raise their concerns within the mandate of GFC regardless of the concerns of other members.

**Recommendation 1 – Metrics**

- On February 10, 2021, the GFC Executive Committee considered the recommendation and added the item “Development of a GFC position on metrics associated with academic restructuring” to the GFC agenda for February 22, 2021
- On February 22, 2021, GFC referred the item to the Academic Planning Committee (APC)
- APC will discuss the item at their March 17, 2021 meeting

**Recommendation 2 – Joint GFC and Board Committee**

- On February 10, 2021, the President and Vice-Chancellor and Chair of GFC informed the Executive Committee of his commitment to consulting with the Board Chair on this recommendation.

**Recommendation 3 – Development of Procedures for Meaningful Consultation**

- On February 10, 2021, the Executive Committee approved the creation of the Executive ad hoc Governance & Procedural Review Committee to be tasked with review of GFC Guiding Documents and procedures
- On February 22, 2021, GFC was informed that the Exec Adhoc Review Committee would consider this recommendation.

**Recommendation 4 – Review of the Consultation and Action Processes for Academic Restructuring**

- On February 10, 2021, Executive Committee was informed about this recommendation.
- On February 10, 2021, APC was informed about this recommendation and asked to consider their role.

**Recommendation 5 – Commitment to Equal Participation**

- On February 10, 2021, Executive Committee was informed about this recommendation and asked to consider action in advance of the March GFC meeting.

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	<ul style="list-style-type: none"> <li>- On February 22, 2021, GFC was informed by the Chair of the intention to bring a statement for approval to the March 22, 2021 meeting of GFC.</li> <li>- On March 8, 2021, Executive Committee is asked to recommend that GFC approve this recommendation in the form of an endorsement of the statements in the Roles and Responsibilities of GFC Members Guiding Document, as set out in Attachment 2.</li> <li>- On March 22, 2021, GFC is asked to approve this recommendation in the form of an endorsement of the statements as set out in Attachment 2.</li> </ul>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

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

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p>&lt;For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a>&gt;</p>	<p><b><u>Those who are actively participating:</u></b></p> <ul style="list-style-type: none"> <li>● Members of GFC</li> <li>● Members of the GFC Executive Committee</li> <li>● Members of the Executive ad hoc Governance &amp; Procedural Review Committee</li> <li>● Members of the GFC Academic Planning Committee</li> <li>● The Office of the President and Vice-Chancellor</li> <li>● The Office of the Provost and Vice-President (Academic)</li> <li>● University Governance</li> <li>● The Chair of the Board of Governors</li> </ul>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC, February 8, 2021 – For approval of the Report of the Committee of the Whole</p> <p>GFC Executive Committee, February 10, 2021 – For information</p> <p>GFC Academic Planning Committee (APC), February 10, 2021 – For information</p> <p>GFC, February 22, 2021 – For discussion of Recommendation 1 and approval of referral of the Item to the Academic Planning Committee</p> <p>GFC Executive Committee, March 8, 2021 – For Recommendation on action relating to recommendation 5</p> <p>GFC APC, March 17, 2021 – For discussion of Recommendation 1, <i>Development of a GFC position on metrics associated with academic Restructuring</i></p> <p>GFC, March 22, 2021 – For approval of action relating to recommendation 5</p>

**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 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"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success

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	<input type="checkbox"/> Physical Infrastructure	
Legislative Compliance and jurisdiction	Terms of Reference – General Faculties Council Terms of Reference – GFC Executive Committee Terms of Reference – GFC Academic Planning Committee	

Attachments (each to be numbered 1 - 3)

1. Attachment 1 (1 page) Reaffirmation of commitment to equal participation of members of GFC
2. Attachment 2 (pages 1-3) Roles and Responsibilities of Members

*Prepared by:* Kate Peters, Secretary to GFC, [peters3@ualberta.ca](mailto:peters3@ualberta.ca)

**Reaffirmation of commitment to equal participation of members of GFC**

As the principal academic decision-making body of the university, the mandate of GFC includes responsibility over academic affairs. The membership of GFC is guided by the requirements established in the Post-Secondary Learning Act (PSLA) and the principles approved by GFC. For GFC to be successful in fulfilling its mandate and meeting its responsibilities to the university, it depends on the active engagement of all members of the University community. This responsibility is set out in the GFC Roles and Responsibilities of Members document.

GFC Members are called upon to reaffirm their commitment to equal participation of members by reaffirming the following statement that reflects the [Roles and Responsibilities of GFC Members Guiding Document](#):

**GFC operates under the principle of collegial academic governance. This principle requires a commitment to inclusive and participatory governance decision-making and a desire to facilitate meaningful individual-level engagement in governance processes. To ensure that all members can raise their concerns within the mandate of GFC and uphold this principle, GFC must commit to openness, transparency, and respectful communication. Similarly, GFC must acknowledge that, regardless of their membership category, all members of GFC are afforded the same rights to participate within the body.**

This commitment will continue to be reflected in the Roles and Responsibilities Document, approved by General Faculties Council on April 17, 2021. The language approved by GFC will be included in the review of this guiding document and brought back to GFC for final approval.



## **Roles and Responsibilities of Members**

### **Introduction**

General Faculties Council (GFC) is the principal academic decision-making body of the university. It is established in the Post-Secondary Learning Act (PSLA) and given authority, subject to the Board of Governors, over the academic affairs of the university.

For GFC to be successful in fulfilling its terms of reference and meeting its responsibilities to the university it depends on the active engagement of its members. GFC has delegated much of its authority for routine matters to standing committees allowing GFC to engage in high level strategic and stewardship policy issues. GFC members have the opportunity to serve on the standing committees that approve matters with the delegated authority from GFC.

GFC operates under the principle of collegial academic governance including:

- A commitment to inclusive and participatory governance decision-making
- A desire to facilitate meaningful individual-level engagement in governance processes
- A commitment to openness, transparency, and respectful communication
- A commitment to responsiveness, respect, and reciprocity between governing bodies and between governing bodies and university administration

### **Roles and Responsibilities of Members**

#### **1. Understand GFC**

- 1.1 Members should understand that not all matters under GFC jurisdiction will come before that body for approval. Some decisions are made at the standing committee level as GFC has delegated authority to approve and report on actions taken on certain matters.
- 1.2 The university operates in a bicameral governance system. Members should understand the distinction between the role and responsibilities of GFC and the Board of Governors.

#### **2. Meeting Attendance**

- 2.1 Members have a responsibility to attend GFC meetings.
  - a. If a student misses two consecutive meetings, or more than three meetings in one academic year, the Students' Union or the Graduate Students' Association may request that the Chair declare the position vacant.
  - b. If a Faculty representative or a non-student member misses two consecutive meetings or more than three meetings in one academic year without a reason satisfactory to the members of the GFC Executive Committee, the Executive Committee shall declare the position vacant.
- 2.2 Members have a responsibility to serve on GFC committees as appropriate and attend committee meetings.
  - a. If an elected member is absent from three consecutive meetings or is frequently absent without a reason satisfactory to the remaining members of the committee, the Chair shall declare the position vacant.



2.3 Members should advise the GFC Secretary or committee coordinator if they are unable to attend a meeting.

**3. Participate in GFC Business**

3.1 Members should prepare for meetings by reviewing agenda materials in advance that, for open sessions, are publicly available at [governance.ualberta.ca](http://governance.ualberta.ca)

3.2 Members should engage in candid and respectful discussion of matters which are brought before GFC and its various bodies

3.3 When voting on motions:

a. Members must act in good faith with the view to the best interests of the university as a whole. While members may be informed by matters raised by various constituencies, it is the duty of a member to ensure that all constituencies are fairly considered in the process of decision making.

b. When notified of an e-vote, members should vote in a timely manner in order to ensure that quorum requirements are met.

**4. Manage Conflict of Interest and Act Ethically**

4.1 Comply with the university's policies and procedures regarding both [ethical conduct](#) and [conflict of interest](#). Members must declare conflicts when they arise.

4.2 Maintain confidentiality of all information included in closed session meetings.

**5. Ask Questions**

5.1 Information requests may be made of the University Governance office, should members require more information than is provided with the meeting agenda.

5.2 If a member wishes to raise a question at GFC within the jurisdiction of the body, a question may be submitted in writing to the GFC Secretary up to six working days before the next GFC meeting to receive a written response.

5.3 Every GFC meeting has Question Period as a standing item wherein members may raise a question during the time set aside for this item. Procedures for Question Period are available at [governance.ualberta.ca](http://governance.ualberta.ca)

5.4 If a member has a question with regard to an item on the agenda, it may be raised during consideration of that item at the GFC meeting.

5.5 If a member wishes to add an item to the agenda for debate, the member should contact the Chair or GFC Secretary for assistance.

**6. Communicate Information to Constituents**

6.1 Members should communicate with their Faculty or constituency regarding agenda items coming before GFC.

6.2 Members should communicate with their Faculty or constituency on matters which were discussed/approved at GFC in Open Session.

Approved at General Faculties Council <insert date>

FINAL Item No. 13

**Governance Executive Summary**  
**Action Item**

<b>Agenda Title</b>	<b>Draft Agenda for the Meeting of General Faculties Council</b>
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**Motion**

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the March 22, 2021 meeting of General Faculties Council, as set forth in Attachment 1.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Bill Flanagan, President and Chair, GFC Executive Committee
Presenter(s)	Bill Flanagan, President and Chair, GFC Executive Committee

**Details**

Responsibility	GFC Executive Committee
The Purpose of the Proposal is <i>(please be specific)</i>	To approve the Agenda for the General Faculties Council meeting to be held on Monday, March 22, 2021.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	The GFC Executive Committee is responsible for the approval of the agenda for all regular and special meetings of General Faculties Council, ensuring items are ready to be presented to GFC and are ordered and timed appropriately.
Supplementary Notes	

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

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<b><u>Those who are actively participating:</u></b> Bill Flanagan, President and Vice-Chancellor and Chair, GFC Executive Committee Office of the President Public Health Response Team (PHRT) Chair and lead on the Academic Impacts Sub-Committee Office of the Provost and Vice-President (Academic) University Governance GFC Executive Committee
Approval Route (Governance)	GFC Executive Committee – March 8th, 2021

**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. <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Enrolment Management  <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         </td> <td style="vertical-align: top;"> <input type="checkbox"/> Relationship with Stakeholders  <input type="checkbox"/> Reputation  <input type="checkbox"/> Research Enterprise  <input type="checkbox"/> Safety  <input type="checkbox"/> Student Success         </td> </tr> </table>	<input type="checkbox"/> Enrolment Management <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 type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
<input type="checkbox"/> Enrolment Management <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 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 (PSLA)</i> GFC Executive Committee Terms of Reference		

*Prepared by:* Kate Peters, Secretary to GFC, University Governance



Monday, March 22, 2021  
Zoom Virtual Meeting  
2:00 PM - 4:00 PM

**OPENING SESSION** 2:00 – 2:05 p.m.

1. Approval of the Agenda Bill Flanagan
2. Report from the President Bill Flanagan

**CONSENT AGENDA** 2:05 – 2:10 p.m.

[If a member has a question or feels that an item should be discussed, they should notify the Secretary to GFC, in writing, two business days or more in advance of the meeting so that the relevant expert can be invited to attend.] Bill Flanagan

3. Approval of the Open Session Minutes of February 22, 2021
4. New Members of GFC
5. Proposed Changes to Graduate Admissions Regulations, Faculty of Graduate Studies and Research

*Motion: To Approve*

**EARLY CONSULTATION** 2:10 – 2:50 p.m.

6. Teaching, Learning, and Evaluation Policy Wendy Rodgers  
John Nychka
7. Faculty of Graduate Studies and Research (FGSR) Supervisory Initiatives Brooke Milne

**DISCUSSION & ACTION ITEMS** 2:50 – 3:00 p.m.

8. Recommendations of the Committee of the Whole Bill Flanagan  
*Motion: To Approve*

**DISCUSSION ITEMS** 3:00 – 4:00 p.m.

9. COVID Update Andrew Sharman  
Melissa Padfield
  - Fall, 2021
10. Question Period Bill Flanagan

**INFORMATION REPORTS**

[If a member has a question about a report, or feels that a report should be discussed by GFC, they should notify the Secretary to GFC, in writing, two business days or more in advance of the meeting]

so that the Committee Chair (or relevant expert) can be invited to attend.]

11. Report of the GFC Executive Committee
12. Report of the GFC Academic Planning Committee
13. Report of the GFC Programs Committee
14. GFC Nominations and Elections
15. Report of the Board of Governors
16. Information Items
  - A. Public Report on the University of Alberta Equity, Diversity and Inclusivity Employee Census
  - B. University of Alberta Museums Annual Report
17. Information Forwarded to GFC Members Between Meetings (no items to date)

### **CLOSING SESSION**

18. Adjournment  
- Next Meeting of General Faculties Council: April 27, 2021

#### **Presenter(s):**

Melissa Padfield	Vice-Provost and Registrar
Bill Flanagan	President and Vice-Chancellor, University of Alberta
Brooke Milne	Vice-Provost and Dean
Todd Gilchrist	Vice-President (University Services and Finance)
Andrew Sharman	Vice-President (Facilities and Operations)
Steven Dew	Provost and Vice-President (Academic)
Wendy Rodgers	Deputy Provost
John Nychka	Vice-Provost (Learning Initiatives), Chair GFC Committee on the Learning Environment

Documentation was before members unless otherwise noted.

Meeting REGRETS to:	Heather Richholt, 780-492-1937, richholt@ualberta.ca
Prepared by:	Kate Peters, 780-492-4733, peters3@ualberta.ca
University Governance	<a href="http://www.governance.ualberta.ca">www.governance.ualberta.ca</a>