

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, October 30, 2023 meeting:

Agenda Title: **Changes to the Faculty of Arts Faculty Council Composition and Quorum**

CARRIED MOTION:

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

Final Item 4.

Agenda Title: **Approval of the GFC Agenda**

CARRIED MOTION

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the November 20, 2023 meeting of General Faculties Council, as set forth in Attachment 1, as amended.

Final Item 8.



FINAL ITEM NO. 4

Decision **Discussion** **Information**

ITEM OBJECTIVE: To approve Terms of Reference for Arts Faculty Council that have been adapted to accommodate the necessary addition of TR and T12 Status ATS Members to its member composition.

DATE	October 30, 2023
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	General Faculties Council

MOTION: THAT the GFC Executive Committee approve, under delegated authority from the General Faculties Council, proposed changes to the Terms of Reference for Arts Faculty Council, as set forth in Attachment 1 to take effect upon final approval.

EXECUTIVE SUMMARY:

Per the Post-Secondary Learning Act 28(2)(c), “all full-time members of the academic staff of the faculty” shall be members of a faculty council. Until recently, this was interpreted at our institution as excluding Academic Teaching Staff (ATS) Members. However, General Faculties Council (GFC) and the office of Faculty Relations came to an agreement earlier this calendar year that ATS Members with Career, Term Recurring (TR), and T12 status do constitute “full-time members of the academic staff.” Arts Faculty Council already included Career status ATS Members as ex officio voting members of Arts Faculty Council (AFC); however, the necessary addition of TR and T12 Status ATS Members prompted consideration of two practical matters:

1. Whether to adjust AFC’s quorum, and
2. What to do with AFC’s current elected positions for fixed-term status ATS Members

On the matter of quorum:

TR and T12 status ATS Members in the Faculty of Arts constitute approximately 100 people, which would bring AFC’s total membership from approximately 400 members to 500 members. Given that

1. AFC’s quorum is represented as a percentage of voting members (10%), and
2. Faculty-level service work is not typically a required responsibility for TR and T12 status ATS Members in the Faculty of Arts,

there was some initial concern that there would not be an equivalent increase in attendance in order to meet a quorum that represents more people. However, after some debate at Arts Faculty Council, it was determined that a 10% quorum of 500 members could likely still be met. It was also agreed to add the following text to AFC’s Terms of Reference:

GOVERNANCE OUTLINE



FINAL ITEM NO. 4

If any of Arts Faculty Council’s four regular annual meetings does not take place because of lack of a quorum, the planned business of the meeting shall be taken up by the Arts Executive Committee (AEC) at a meeting convened as soon as possible for that purpose.

Arts Executive Committee, per its Terms of Reference, is already empowered to act on behalf of AFC between meetings, so the above text effectively serves as a reminder that there is way to still conduct the business of AFC if it cannot meet.

On the matter of elected ATS positions

Currently, Arts Faculty Council’s Terms of Reference include six elected positions for fixed-term status ATS Members (i.e. those with Term, TR, or T12 status). Given that TR and T12 status ATS Members will now be ex officio voting members of AFC, including them by election is redundant. It has, therefore, been decided to reduce the number of elected ATS Member positions to three, and to restrict them to Term status ATS Members. Although it is not generally expected that Term status ATS Members be involved in AFC, we want to make the option available to anyone who may be keenly interested.

Related Policies/Legislation

- Post-Secondary Learning Act
- 2023 GFC Policy Manual Section 55
- Recruitment Policy (Appendix A) Definitions and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff
- Collective Agreement between the Governors of the University of Alberta and the Association of the Academic Staff of the University of Alberta, July 1, 2020 to June 30, 2024 (Schedule D)
- Faculty of Arts’ Academic Teaching Staff Standards of Performance, June 2021

Supporting Materials:

Attachment 1	Proposed Terms of Reference for Arts Faculty Council (annotated)
Attachment 2	Current Terms of Reference for Arts Faculty Council
Attachment 3	Tables: Overview of ATS Contract Status Types and Overview of Categories of Academic Staff included on Arts Faculty Council



SCHEDULE A:

Engagement and Routing

Consultation and Stakeholder Participation / Approval Route (parties who have seen the proposal and in what capacity) <[Governance Resources Section Student Participation Protocol](#)>

1. Meeting/consultation with Offices of University Governance and Faculty Relations – April 27, 2023
2. Discussion at Arts Executive Committee – May 4, 2023
3. Discussion at Arts Faculty Council – May 18, 2023
4. Consultation with Donna Herman, Office of Faculty Relations – spring/summer, 2023
5. Endorsement by Arts Executive Committee – September 28, 2023
6. Email/consultation with Kate Peters, Office of University Governance – September 27-October 3, 2023
7. Endorsement by Arts Faculty Council – October 12, 2023
8. Anticipated Final Approval by GFC's Executive Committee – October 30, 2023

Supplementary Notes / Context:

Since GFC has provided a new template for faculty council terms of reference, we have adapted the proposed Terms of Reference to fit that template



Sections 28, 29, and 30 of the [Post-Secondary Learning Act \(PSLA\)](#) set out the composition and role of faculty and school councils.

1. **Mandate and Role**

Each faculty of a university must have a faculty council [S.28(1)].

Powers of faculty council [S.29(1)]:

Subject to any conditions or restrictions that are imposed by the general faculties council, a faculty council may:

- a) determine programs of study for which the faculty is established,
- b) appoint the examiners for examinations in the faculty, conduct the examinations and determine the results of them,
- c) provide for the admission of students to the faculty,
- d) determine the conditions under which a student must withdraw from or may continue the student's program of studies in the faculty, and
- e) authorize the granting of degrees.

A meeting of a faculty council must be held at any time on the summons of the dean of the faculty [S. 29(2)].

A faculty council may delegate any of its powers, duties and functions [S 29(3)]. A list of authorities delegated from General Faculties Council to individual Faculty Councils and other entities is available on the University Governance website. A list of current sub-delegations from Arts Faculty Council ("[AFC](#)") is available on the Arts Intranet.

Commented [MK1]: Wording in this section is mostly from GFC's template. Similar in meaning to what we have in AFC's current ToR.

Commented [MK2]: Wording from our current ToR

2. **Composition (Approved by GFC Executive Committee)**

Statutory Voting Members [S.28(2)]:

- Dean (Chair)
- President
- All full-time members of the academic staff of the Faculty in [Category A](#) of the Recruitment Policy (Appendix A), specifically:
 - A1.1 Full-time Academic Faculty Member
 - A1.2 Full-time Administrative and Professional Officers (APO) Member
 - A1.3 Full-time Faculty Service Officers (FSO) Member
 - A1.4 Full-time Librarian

Commented [MK3]: New category title per GFC's template, organized differently than in current ToR

Commented [k4]: Listing each subcategory on advice from Faculty Relations

Faculty of Arts Proposed Faculty Council Terms of Reference

- A2.1 Career, Term 12, Term Recurring Academic Teaching Staff (ATS) Member
- A2.3 Full-time Temporary Librarian, Administrative and Professional Officer (TLAPS) Member
- A3.1 Full-time Trust/Research Academic Staff (TRAS) Member

~~* Note: If any members of AFC lose their membership due to being re-designated as 'Excluded Employees', AFC will consider a formal amendment to these Terms of Reference to continue the affected members' membership by explicitly listing them as appointed members of AFC.~~

Commented [MK5]: This wording from our current ToR is unnecessary – we can always make formal amendments if deemed appropriate

Appointed Student Voting Members

Faculty councils must include graduate and undergraduate students in numbers to be determined by each faculty council (GFC MAY 28 2001).

Commented [k6]: Heading slightly modified

- Thirty-five (35) undergraduate students from the Faculty
 - To be selected by the undergraduate students' association using whatever method the association deems suitable. If the association is unable to fill the required number of undergraduate student positions by September 30 of any given year, the UAlberta Students' Union will be responsible for the selection of the undergraduate representatives.
 - Undergraduate student terms run from June 1 to May 31
- Five (5) Graduate students from the Faculty
 - To be selected by the Graduate Students' Association (GSA) using whatever method the Association deems suitable.
 - Undergraduate student terms run from June 1 to May 31

Additional Appointed Voting Members

- Vice-Dean (Vice Chair)
- Senior Officer, Development
- Faculty General Manager
- Faculty Operations Manager
- Vice-Provost and University Registrar or delegate
- President, Arts undergraduate students' association
- Any **full-time** academic staff in category A1.0 from other faculties who are currently serving in an academic administrative role in a Faculty of Arts Department.
- President of St. Joseph's College or delegate
- Principal and Dean of St. Stephen's College or delegate
- One **full-time** academic staff representative in category A1.0 from each:

Commented [MK7]: New category to differentiate from positions required by PSLA and by GFC

Commented [k8]: New excluded position in the Faculty office

Commented [k9]: Previously this said merely "one representative"

Faculty of Arts
Proposed Faculty Council Terms of Reference

- o Faculty of Agricultural, Life and Environmental Sciences
- o School of Business
- o Faculty of Education
- o Faculty of Engineering
- o Faculty of Kinesiology, Sport, and Recreation
- o Faculty of Native Studies
- o Faculté Saint-Jean
- o Faculty of Science
- o Department of Mathematical and Statistical Sciences, Faculty of Science
- o Department of Earth and Atmospheric Sciences, Faculty of Science
- o UAlberta Libraries
- One Arts alumni representative from the Alumni Association

Commented [k10]: Specifying "Arts" alumni

Elected Voting Members

- Three (3) non-academic Arts staff members, with no more than one member drawn from any one unit of the Faculty – elected for a term of three years.
- Three (3) Term status Arts Academic Teaching Staff from Category A2.0 (one from each of the Humanities, Social Sciences, and Fine Arts Divisions) – elected for a term of one year.

Commented [k11]: No change from current ToR

Commented [k12]: Reducing number of ATS elected to AFC from 6 to 3, and restricting it to Term ATS, who are not included in the definition of "full-time academic staff". All other ATS Members will now be statutory members of AFC

Non-Voting Resource Members

- Governance Coordinator

3. Council Procedures

Unless otherwise noted, AFC meetings are governed by the same Meeting Procedural Rules that apply to meetings of GFC and its committees. These rules and procedures are designed to encourage participation and engagement. They are underpinned by a commitment to: openness and transparency, respectful communications, inclusiveness, and participatory decision-making. Meetings are normally held in open session. AFC agendas are proposed by AFC Executive committee and approved by AFC. These are consent agendas which contain consent items that are approved without discussion unless a member explicitly requests they be identified for consideration, which should normally be done at least two days prior to an AFC meeting.

Commented [k13]: Added to account for the new paragraph regarding quorum (last page)

The official record of AFC meetings shall be the minutes taken by the Governance Coordinator and approved by AFC. Where the procedural rules adopted by GFC are not directly applicable to the context of AFC, the Chair shall decide how to proceed. However, decisions of the Chair on such matters may be overruled via a motion supported by a vote of the majority of those present.

Faculty of Arts
Proposed Faculty Council Terms of Reference

Members of Arts Faculty Council should endeavor to understand the role and responsibilities of AFC, to attend its meetings, and to engage in candid and respectful discussion of matters under consideration. While participating in AFC, members must comply with the university's policies and procedures as outlined in both the Ethical Conduct and Safe Disclosure Policy and in the Conflict of Interest and Commitment and Institutional Conflict Policy. Members must declare conflicts when they arise.

Meetings are normally held four times a year. Special meetings may be called by the Dean.

Quorum: [\(Approved by GFC Executive Committee\)](#)

10% of voting members

Commented [k14]: No change

If any of Arts Faculty Council's four regular annual meetings does not take place because of lack of a quorum, the planned business of the meeting shall be taken up by the Arts Executive Committee (AEC) at a meeting convened as soon as possible for that purpose.

Commented [k15]: New paragraph. Note: AEC is already empowered to act on behalf of AFC between meetings, per AEC's ToR

4. Links

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff](#)
[Faculty of Arts Governance Intranet Site](#)
[Faculty of Arts Governance Resources web page](#)

Date of Approval by AFC: October 12, 2023
Date of Approval by GFC Executive Committee:

Arts Faculty Council Terms of Reference

1) Mandate and Role of Faculty Council

Under Alberta's Post-Secondary Learning Act (PSLA), Arts Faculty Council (AFC) is the legislative body of the Faculty of Arts and has broad responsibility for the academic affairs of the Faculty, including decisions pertaining to programs of study, courses, examinations and course results, admission requirements, academic standing, and the granting of degrees. The authority and powers of AFC are subject to the decisions of the General Faculties Council (GFC) of the University and the PSLA.

Authority Delegated from General Faculties Council to AFC:

A list of authorities delegated from General Faculties Council to individual Faculty Councils and other entities is available on the University Governance website.

Sub-delegations of Authority from AFC to others:

AFC may delegate any of its powers, duties, and functions and, when doing so, may prescribe conditions on the exercise of delegated powers. A full list of current sub-delegations is maintained by the Faculty on its Governance Intranet.

2) Council Composition

Ex-Officio Voting Members:

- Dean - Chair
- Vice Dean - Vice Chair
- Senior Officer, Development
- Faculty General Manager
- University President
- Vice-Provost and University Registrar or delegate
- President, Arts undergraduate students' association
- All Faculty of Arts academic staff in Category [A1.0](#)*
- Any academic staff in category A1.0 from other faculties who are currently serving in an academic administrative role in a Faculty of Arts Department.
- All career status Arts Academic Teaching Staff from Category [A2.0](#).

* Note: If any members of AFC lose their membership due to being re-designated as 'Excluded Employees', AFC will consider a formal amendment to these Terms of Reference to continue the affected members' membership by explicitly listing them as ex-officio members of AFC.

Elected Voting Members:

- Three (3) non-academic Arts staff members, with no more than one member drawn from any one unit of the Faculty – elected for a term of three years.
- Six (6) fixed-term status Arts Academic Teaching Staff from Category [A2.0](#) (two from each of the Humanities, Social Sciences, and Fine Arts Division) – elected for a term of one year.

- Thirty-five (35) undergraduate students from the Faculty of Arts, selected by the undergraduate students' association using whatever method the association deems suitable. If the association is unable to fill the required number of undergraduate student positions by September 30 of any given year, the UAlberta Students' Union will be responsible for the selection of the undergraduate representatives.
 - Undergraduate student terms run from June 1 to May 31.
- Five (5) graduate student representatives from among those pursuing graduate studies in the Faculty of Arts, selected by the Graduate Students' Association (GSA) using whatever method the Association deems suitable.
 - Graduate student terms run from June 1 to May 31.

External Voting Members:

- One representative of the School of Business
- One representative of the Faculty of Education
- One representative of the Faculty of Engineering
- One representative of the Faculty of Agricultural, Life and Environmental Sciences
- One representative of the Faculty of Kinesiology, Sport, and Recreation
- One representative of the Faculté Saint-Jean
- One representative of the Faculty of Science
- One representative of the Department of Mathematical and Statistical Sciences, Faculty of Science
- One representative of the Department of Earth and Atmospheric Sciences, Faculty of Science
- One representative of the Faculty of Native Studies
- President of St. Joseph's College or delegate
- Principal and Dean of St. Stephen's College or delegate
- One Representative of UAlberta Libraries
- One Representative of the Alumni Association

Non-Voting Resource Members:

- Governance Coordinator

3) Council Procedures

AFC meetings are governed by the same Meeting Procedural Rules that apply to meetings of GFC and its committees. These rules and procedures are designed to encourage participation and engagement. They are underpinned by a commitment to: openness and transparency, respectful communications, inclusiveness, and participatory decision-making. Meetings are normally held in open session. AFC agendas are proposed by AFC Executive committee and approved by AFC. These are consent agendas which contain consent items that are approved without discussion unless a member explicitly requests they be identified for consideration, which should normally be done at least two days prior to an AFC meeting.

The official record of AFC meetings shall be the minutes taken by the Governance Coordinator and approved by AFC. Where the procedural rules adopted by GFC are not directly applicable to the context of AFC, the Chair shall decide how to proceed. However, decisions of the Chair on such matters may be overruled via a motion supported by a vote of the majority of those present.

Attachment 2

Members of Arts Faculty Council should endeavor to understand the role and responsibilities of AFC, to attend its meetings, and to engage in candid and respectful discussion of matters under consideration. While participating in AFC, members must comply with the university's policies and procedures as outlined in both the Ethical Conduct and Safe Disclosure Policy and in the Conflict of Interest and Commitment and Institutional Conflict Policy. Members must declare conflicts when they arise.

Meetings are normally held four times a year. Special meetings may be called by the Dean.

Quorum:

10% of voting members

4) Links

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff](#)
[Faculty of Arts Governance Intranet Site](#)
[Faculty of Arts Governance Resources web page](#)

Date of Approval by AFC: October 7, 2021

Date of Approval by GFC Executive Committee: November 15, 2021

Attachment 3

Table 1

Overview of ATS Contract Status Types

Status	Who
Career	For Teaching Professors whose appointment will not have an end date, full- or part-time.
Term 12 (T12)	For Lecturers whose appointment is for 12 months or greater in length, part-time or full-time, to a maximum of six years.
Term Recurring (TR)	For Lecturers who work full-time the same 8–11 month period per year and whose appointment is for at least 2 years in length, to a maximum of 6 years. Typical teaching year is Sept–April (called T8R).
Term	For Lecturers whose appointment is less than 12 months in length, full- or part-time. In the Faculty of Arts, we call full-time Fall-Winter Term ATS T8.

Faculty of Arts Academic Teaching Staff Evaluation Guidelines and Policies, June 2021

Table 2

Overview of Categories of Academic Staff included on Arts Faculty Council

Category (for the purpose of serving on GFC committees)	Collective Agreement Reference	Current membership status on AFC	Proposed membership status on AFC
A1.1 Full-time A1.5 Part-time A1.6 Contingent A1.7 Part-time Contingent	Schedule A – Academic Faculty Member	Included	All full-time included
A1.2 Full-time A1.5 Part-time	Schedule F - Administrative and Professional Officers (APO) Member	Included	All full-time included
A1.3 Full-time A1.5 Part-time A1.6 Contingent A1.7 Part-time Contingent	Schedule B - Faculty Service Officers (FSO) Member	Included	All full-time included

Attachment 3

Category (for the purpose of serving on GFC committees)	Collective Agreement Reference	Current membership status on AFC	Proposed membership status on AFC
A1.4 Full-time A1.5 Part-time A1.6 Contingent A1.7 Part-time Contingent	Schedule C - Librarian	Not all included	All full-time included
A2.1 Career, Term 12, Term Recurring	Schedule D - Academic Teaching Staff (ATS) Member	Career included T12 and TR status ATS can be elected in up to 6 positions, along with Term ATS (see below)	All included
A2.2 Term	Schedule D - Academic Teaching Staff (ATS) Member	Potential to be elected in up to 6 positions, along with T12 and TR status ATS (see above)	3 elected positions, one from each division
A2.3 Full-time	Schedule G - Temporary Librarian, Administrative and Professional Officer (TLAPS) Member	Not included	Included
A2.4 Part-time	Schedule G - Temporary Librarian, Administrative and Professional Officer (TLAPS) Member	Not included	Not included
A3.1 Full-time	Schedule E - Trust/Research Academic Staff (TRAS) Member	Not included	Included
A3.2 Part-time	Schedule E - Trust/Research Academic Staff (TRAS) Member	Not included	Not included

[Table adapted from Recruitment Policy \(Appendix A\) Definitions and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff](#)

Monday, November 20th, 2023
Council Chamber, 2-100 University Hall
2:00 – 4:00 p.m.

OPENING SESSION

1. Approval of the Agenda Bill Flanagan
(2:00 – 2:05 p.m.)

2. Remarks from the Chair Bill Flanagan
(2:05 – 2:10 p.m.)
 - A. Staff Engagement Survey
 - B. People Strategy
 - C. Campus Food Bank

CONSENT AGENDA
(2:10 – 2:15 p.m.)

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

3. Approval of the Open Session Minutes of October 16th, 2023

4. New Members of GFC

5. Time in Program While on Leave, Faculty of Graduate and Post-doctoral Studies
Motion: To Approve

ACTION ITEMS

6. Notice of Motion – Budget Model 2.0 Ryan Dunch
(2:15 – 2:20 p.m.)
Motion: To Approve

7. Student Experience Action Plan Melissa Padfield
(2:20 – 2:35 p.m.)
Motion: To Endorse

8. Integrated Asset Management Strategy Andrew Sharman
(2:35 – 2:50 p.m.)
Motion: To Recommend

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DISCUSSION ITEMS

- | | | |
|-----|---|---|
| 9. | Question Period
(2:50 – 3:10 p.m.) | Bill Flanagan |
| 10. | Report on Student Financial Support and PhD Minimum Guaranteed Funding
(3:10 – 3:25 p.m.) | Norma Rodenburg
Tracy Raivio
Roger Epp |
| 11. | Understanding Financial Realities: An Analysis of the Financial Condition among UofA Graduate Students Report
(3:25 – 3:35 p.m.) | Bishoi Aziz |
| 12. | Updated Non-Credit/Micro-Credential Framework and Non-Credit Micro-Credential Development Guide
(3:35 – 3:45 p.m.) | Jessica Butts Scott
Janice Causgrove
Dunn |
| 13. | Introduction of a new Learning Management System of the Future
(3:45 – 3:50 p.m.) | Karsten Mundel
Jessica Butts Scott |

INFORMATION REPORTS

[If a member has a question about a report, or feels that a report should be discussed, they should notify the Secretary to the 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]

14. Report of the GFC Executive Committee (forthcoming)
15. Report of the GFC Academic Planning Committee
16. Report of the GFC Programs Committee
17. Report of the Council on Student Affairs (COSA)
18. Report of the GFC Nominating Committee
19. Report of the Board of Governors
20. Report of the President

CLOSING SESSION

21. Adjournment

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22. Next Meeting: January 29th, 2024

Documentation was before members unless otherwise noted.

Meeting REGRETS to: Kate Peters, 780-492-4733, kpeters@ualberta.ca

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