



The following Motions and Documents were considered by the GFC Student Conduct Policy Committee at its Thursday, April 11, 2019 meeting:

---

Agenda Title: **Editorial Amendment to the Code of Student Behaviour**

CARRIED MOTION:

THAT the GFC Student Conduct Policy Committee, with delegated authority from General Faculties Council, approve editorial amendments to the Code of Student Behaviour, as submitted by University Governance, and as set out in attachment 1, to take effect July 1, 2019.

FINAL Item 4

---

Agenda Title: **Revision of the Terms of Reference for the GFC Student Conduct Policy Committee**

CARRIED MOTION:

THAT the GFC Student Conduct Policy Committee recommend to General Faculties Council the proposed revision to the GFC Student Conduct Policy Committee Terms of Reference as proposed by University Governance and as set forth in attachment 1, to take effect upon approval.

FINAL Item 5

---

**Governance Executive Summary  
 Action Item**

<b>Agenda Title</b>	<b>Editorial Amendment to the Code of Student Behaviour</b>
---------------------	-------------------------------------------------------------

**Motion**

THAT the GFC Student Conduct Policy Committee, with delegated authority from General Faculties Council, approve editorial amendments to the Code of Student Behaviour, as submitted by University Governance, and as set out in attachment 1, to take effect July 1, 2019.
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	University Governance
Presenter(s)	Meg Brolley, General Faculties Council (GFC) Secretary and Manager of GFC Services

**Details**

Responsibility	General Faculties Council and the Board of Governors
The Purpose of the Proposal is ( <i>please be specific</i> )	To approve editorial changes to the Code of Student Behaviour.
Executive Summary ( <i>outline the specific item – and remember your audience</i> )	The proposed change updates the name change of the Province of Alberta's Gaming, Liquor and Cannabis Regulation, and would therefore be considered an editorial change. This is necessary to maintain up-to-date and accurate institutional policy documents.
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 (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><b>Those who are actively participating:</b></u> <ul style="list-style-type: none"> <li>· University Governance</li> </ul>
	<u><b>Those who have been consulted:</b></u> <ul style="list-style-type: none"> <li>· University Governance</li> </ul>
	<u><b>Those who have been informed:</b></u> <ul style="list-style-type: none"> <li>· GFC Student Conduct Policy Committee</li> </ul>

**Item No. 4**

Approval Route (Governance) (including meeting dates)	GFC Student Conduct Policy Committee - approval April 11, 2019
----------------------------------------------------------	----------------------------------------------------------------

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.	
Alignment with Institutional Risk Indicator	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 type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <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 Student Conduct Policy Committee Terms of Reference	

1. Attachment 1 – Editorial Change – Code of Student Behaviour

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

## **Editorial Change - Code of Student Behaviour (COSB):**

### **30.3.6 Other Offences**

#### **30.3.6(1) Alcohol Provision and Consumption**

- 30.3.6(1) a No Student shall consume or serve alcohol on University property other than in licensed premises, at a University function with a valid permit issued by Ancillary Services or in accordance with regulations pertaining to University residences.
- 30.3.6(1) b No Student shall violate the regulations regarding alcohol use set forth in the UAPPOL Alcohol Policy. (GFC 03 FEB 2014)
- 30.3.6(1) c No Student shall violate ~~Alberta Gaming and Liquor Commission regulations~~ **Alberta's Gaming, Liquor and Cannabis Regulation** regarding the use of alcohol on campus. These regulations must be posted at any function serving alcohol on campus. (SCPC 25 JAN 2018)

### **Rationale:**

Reference to Alberta's Gaming, Liquor and Cannabis Regulation appears once in the Code of Student Behaviour. The complete COSB is available online at:  
<https://www.ualberta.ca/governance/resources/policies-standards-and-codes-of-conduct/code-of-student-behaviour>

**FINAL Item No. 5**
**Governance Executive Summary  
 Action Item**

<b>Agenda Title</b>	<b>Revision of the Terms of Reference for the GFC Student Conduct Policy Committee</b>
---------------------	----------------------------------------------------------------------------------------

**Motion**

THAT the GFC Student Conduct Policy Committee recommend to General Faculties Council the proposed revision to the GFC Student Conduct Policy Committee Terms of Reference as proposed by University Governance and as set forth in attachment 1, to take effect upon approval.

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	University Governance
Presenter(s)	Meg Brolley, General Faculties Council (GFC) Secretary and Manager of GFC Services

**Details**

Responsibility	General Faculties Council
The Purpose of the Proposal is <i>(please be specific)</i>	To approve revised Terms of Reference for the GFC Student Conduct Policy Committee (SCPC)
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>In their report of April 21, 2017, the <i>ad hoc</i> Committee on Academic Governance Including Delegated Authority recommended changes to all the GFC standing committee terms of reference. During the implementation of these recommendations, SCPC's terms of reference were the first to be approved on October 30, 2017.</p> <p>The terms of reference for the GFC Nominating Committee, and the disbandment of the Replenishment Committee, were approved at GFC on April 30, 2018. The GFC Nominating Committee is now responsible for the replenishment of all GFC standing committees and the responsibility for the appointment of the SCPC Chair and Vice-Chair fall under that mandate.</p> <p>The proposed revisions reflect current process as noted in the Nominating Committee terms of reference.</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 (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 are actively participating:</u></b> · University Governance
	<b><u>Those who have been consulted:</u></b> · University Governance
	<b><u>Those who have been informed:</u></b> · GFC Student Conduct Policy Committee
Approval Route (Governance)	GFC SCPC - recommendation April 11, 2019

## Item No. 5

(including meeting dates)	GFC Executive Committee – May 13, 2019 GFC – approval May 27, 2019
---------------------------	-----------------------------------------------------------------------

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.	
Alignment with Institutional Risk Indicator	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"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <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 Student Conduct Policy Committee Terms of Reference	

1. Attachment 1 – Revised GFC Student Conduct Policy Committee Terms of Reference

Link: [GFC Nominating Committee Terms of Reference](#)

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



## 1. Mandate and Role of the Committee

The Student Conduct Policy Committee (SCPC) is a standing committee of General Faculties Council charged with providing oversight to the university's student discipline codes. The committee reviews and recommends on new codes, and policies and procedures related to discipline. SCPC may be called upon to provide advice to the Provost and Vice-President (Academic) on items which may include, but are not limited to, rules and regulations other than discipline codes.

## 2. Areas of Responsibility

- a. Review and recommend changes to General Faculties Council on:
  - the Code of Student Behaviour and student discipline procedures
  - the Code of Applicant Behaviour
  - the Practicum Intervention Policy
  - the Residence Community Standards Policy
- b. Discuss annual residence discipline statistics and forward reports to GFC for information.
- c. Discuss annual statistical reports on discipline cases dealt with by Faculties, the Discipline Officer, the Registrar, Unit Directors, the University Appeal Board (UAB), GFC Academic Appeals Committee (AAC), and the GFC Practice Review Board (PRB) and forward reports to GFC for information.

## 3. Composition

### Voting Members (13)

#### ***Ex-officio (1)***

- Vice-Provost and Dean of Students

#### ***Appointed (4)***

- 1 academic staff (A1.1, A1.5, A1.6, A1.7) to serve as Chair; appointed by GFC **Executive Committee Nominating Committee** for a two year term. Strong preference is given to an individual with legal training.
- 1 representative from each of the following (3 total):
  - Students' Union Executive, appointed by the Students' Union Executive
  - Graduate Students' Association Executive, appointed by the Graduate Students' Association Executive
  - Residences, appointed by Council of Residence Associations

#### ***Cross Appointed (1)***

- Dean (or designate) from the GFC Academic Standards Committee (ASC), elected by ASC for a one year term

#### ***Elected by GFC (7)***

- 2 student members of GFC (graduate or undergraduate)
- 2 academic staff (A1.1, A1.5, A1.6, A1.7) at least 1 of whom is a member of GFC
- 1 academic staff (A1.1, A1.5, A1.6, A1.7) who is a former Associate Dean or a former University Appeals Board (UAB) Chair
- 2 staff members (A1.0, A2.0 and/or S1.0, S2.0)

Note: The Vice-Chair will be appointed by the GFC ~~Executive Committee~~ **Nominating Committee** from amongst the elected academic staff (A1.1, A1.5, A1.6, A1.7) of SCPC for a one year term.

**Non-Voting Members**

- Discipline Officer
- Appeals Coordinator as defined in the Code of Student Behaviour, Code of Applicant Behaviour and the Practicum Intervention Policy
- Director of University of Alberta Protective Services
- Assistant Dean of Students (Residence)
- GFC Secretary
- University Secretary
- Representative from the Office of the Student Ombuds

**4. Delegated Authority from General Faculties Council**

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

- 4.1 Approve editorial amendments to:
  - a. the Code of Student Behaviour (except as listed under 7. Limitations to Authority)
  - b. the Code of Applicant Behaviour (except as listed in 7. Limitations to Authority)
  - c. the Practicum Intervention Policy (except as listed in 7. Limitations to Authority)

**5. Responsibilities Additional to Delegated Authority**

- 5.1 To recommend to GFC on proposals for substantive changes to the Code of Student Behaviour, the Code of Applicant Behaviour, and the Practicum Intervention Policy.

**6. Sub-delegations from GFC SCPC**

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

None.

**7. Limitations to Authority**

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

- 7.1 Substantive Amendments, as determined by SCPC, are forwarded to General Faculties Council for recommendation to the Board of Governors:
  - a. the Code of Student Behaviour
  - b. the Code of Applicant Behaviour
  - c. the Practicum Intervention Policy
  
- 7.2 All Amendments to the following sections are forwarded to General Faculties Council for recommendation to the Board of Governors:
  - a. the Code of Student Behaviour
    - 30.6: Procedures for Appeal of Decisions to the University Appeal Board (UAB)
  - b. the Code of Applicant Behaviour
    - 11.8.9: Appeals Against Decisions of the Registrar
  - c. the Practicum Intervention Policy
    - 87.5: Appeals to the GFC Practice Review Board (PRB)
    - 87.6: GFC PRB Terms of Reference, Powers and Jurisdiction



- 87.7: Composition of the GFC PRB
- 87.8: Procedures Prior to GFC PRB Hearings
- 87.9: Procedures at the GFC PRB Hearing
- 87.10: Confidentiality of Hearing and Material)

## **8. Reporting to GFC**

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

## **9. Definitions**

Editorial and Substantive – The Student Conduct Policy Committee determines which amendments are editorial and which are substantive.

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

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

## **10. Links**

- [Code of Student Behaviour](#)
- [Code of Applicant Behaviour](#)
- [Practicum Intervention Policy](#)
- [Residence Community Standards](#)

Approved by General Faculties Council: October 30, 2017