



# UNIVERSITY OF ALBERTA

## UNIVERSITY GOVERNANCE

General Faculties Council  
Undergraduate Awards and Scholarship Committee  
Approved Open Session Minutes

Tuesday, June 13, 2017  
2-15 South Academic Building (SAB)  
1:00 PM - 3:00 PM

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### **ATTENDEES:**

#### Voting Members:

Amy Tse	Chair, Academic Staff
Clive Hickson	Vice-Chair, Cross-representative from Academic Standards Committee (ASC), Academic Staff Member
Marc de Montigny	Member, Academic Staff
Paul Myers	Member, Academic Staff
Sathya Rao	Member, Academic Staff

#### Non-Voting Members:

Fiona Halbert	Member, Assistant Registrar, Student Awards or Delegate, Resource
Mien Jou	Member (Delegate), Senior Development Officer/Delegate, Resource

#### Staff:

Andrea Patrick, Coordinator, GFC UASC  
Meg Brolley, GFC Secretary and Manager of GFC Services

### **OPENING SESSION**

#### 1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: de Montigny/Hickson

THAT the GFC Undergraduate Awards and Scholarship Committee approve the Agenda.

**CARRIED**

#### 2. Approval of the Open Session Minutes of May 9, 2017

Materials before members are contained in the official meeting file.

Motion: Myers/Hickson

THAT the GFC Undergraduate Awards and Scholarship Committee approve the Minutes of May 9, 2017.

**CARRIED**

3. Comments from the Chair

The Chair thanked Ms Danielle Lamb, Development Specialist, Office of the Registrar, for her dedicated service to the Committee on her last meeting of GFC UASC.

**ACTION ITEMS**

4. New Undergraduate Awards and Bursaries for Approval

Materials before members are contained in the official meeting file.

*Presenter(s):* Danielle Lamb

*Purpose of the Proposal:* To approve new undergraduate awards, scholarships and bursaries.

*Discussion:*

In addition to suggesting a number of editorial amendments to the items, members engaged in discussion relating to: the process around determining financial need; whether scholarship recipients are eligible for bursaries, awards are categorized as income; that there are a number of new awards which apply to student athletes at Augustana Faculty; clarification on Teaching Assistantships; the process of determining proof of identity for Aboriginal students, and why Faculte Saint-Jean awards are not published in French.

Motion: de Montigny/Hickson

THAT the GFC Undergraduate Awards and Scholarship Committee approve, under delegated authority from General Faculties Council, new Undergraduate Student Awards and Bursaries, as submitted by Student Financial Support and as set forth in Attachment 1, as amended, to be effective immediately.

**CARRIED**

5. Amendments to Existing Undergraduate Awards and Bursaries for Approval

Materials before members are contained in the official meeting file.

*Presenter(s):* Danielle Lamb

*Purpose of the Proposal:* To approve amendments to existing awards, scholarships and bursaries.

*Discussion:*

Members discussed elements of the items related to GPA, course weight and academic performance requirements, and the process of determining how funds are divided and distributed over time. Members, in addition, suggested a number of editorial changes to the items.

Motion: Myers/de Montigny

THAT the GFC Undergraduate Awards and Scholarship Committee approve, under delegated authority from General Faculties Council, amendments to Existing Undergraduate Student Awards and Bursaries, as submitted by Student Financial Support and as set forth in Attachment 1, as amended, to be effective immediately.

**CARRIED**

**DISCUSSION ITEMS**

6. Report and Recommendations of the ad hoc Committee on Academic Governance Including Delegated Authority with respect to the GFC Undergraduate Awards and Scholarship Committee

Materials before members are contained in the official meeting file.

*Presenter(s):* Amy Tse

*Purpose of the Proposal:* To discuss the Report of the GFC ad hoc Committee on Academic Governance Including Delegated Authority and proposed changes to the Committee's Terms of Reference.

*Discussion:*

The Chair provided an overview of the GFC *ad hoc* Committee Report and Recommendations, noting that GFC had approved four foundational documents related to the role and responsibilities of members, committee composition, delegations of authority and procedural rules and had endorsed the final report at the GFC meeting of April 21, 2017.

GFC Secretary Ms Meg Brolley reported that the recommendations included changes to the committee's Terms of Reference to include a stronger link between GFC and its standing committees to more clearly articulate the mandate of the committee. She noted that draft changes to the Terms of Reference as presented would require refinement by the committee prior to being presented at GFC for approval.

During the discussion in relation to the report and recommendations, members discussed the importance of committee orientation for members of UASC and the possible disadvantages of limiting committee membership to GFC members. Members also discussed the role of the Nominating Committee in selecting members for UASC.

The Chair led members through a review of the proposed Terms of Reference.

Initially, members suggested adding the official definitions of all types of awards to the Definitions section of the Terms of Reference.

Members discussed the mandate of the committee, and noted that the committee rarely reviews existing policies governing student awards, but perhaps could begin in 2017 on a regular basis, as part of the committee work plan. Members also expressed the need to include *For the Public Good* as well as other strategic documents to the Terms of Reference. During this discussion, members sought clarification about how the mandate of the committee could be strengthened to provide the academy with more specific, strategic advice on undergraduate awards and scholarships and the types of awards which would best suit the needs of the students.

In regards to composition of the committee, members suggested applying the Faculty diversity limitations across all categories of membership, and suggested an increase in threshold from one to two representatives from any Faculty. Members determined that three academic staff members from GFC would be the appropriate balance. Members discussed whether the role of the Development Specialist should be formalized within the Terms of Reference.

The Chair thanked members for their comments and stated that this item would be brought back for further discussion.

7. Question Period

There were no questions.

**INFORMATION REPORTS**

8. Items Approved by the GFC Undergraduate Awards and Scholarship Committee by E-mail Ballots (non-debatable)

There were no items.

9. Information Items Forwarded to Committee Members Between Meetings

There were no items.

**CLOSING SESSION**

10. Adjournment

The Chair adjourned the meeting at 3:10 p.m.