



# UNIVERSITY OF ALBERTA

## UNIVERSITY GOVERNANCE

General Faculties Council  
University Teaching Awards Committee  
Approved Open Session Minutes

Friday, June 14, 2013  
2-15 South Academic Building (SAB)  
1:00 PM - 3:00 PM

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### **ATTENDEES:**

#### Voting Members:

Elisabeth Le	Elected Chair, Academic Staff
Brenda Cameron	Elected Vice-Chair, Academic Staff
Fahim Rahman	Elected Member, Undergraduate Student-at-large
Jasmin Hirschberg	Elected Member, Graduate Student-at-large
Jenna Lee	Elected Member, Undergraduate Student-at-large
Lorenz Sigurdson	Elected Member, Academic Staff
Melissa Hartley	Elected Member, Academic Staff
Uwe Hacke	Elected Member, Academic Staff
Janis Sasaki	Appointed Member, U of A Alumni Association Representative
Lorne Parker	Appointed Member, U of A Alumni Association Representative

#### Presenter(s):

Elisabeth Le	Professor, Modern Languages and Cultural Studies, Arts, University of Alberta
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#### Staff:

Andrea Patrick, Acting Coordinator, GFC University Teaching Awards Committee  
Emily Paulsen, Scribe

### **OPENING SESSION**

#### 1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Sigurdson/Lee

THAT the GFC University Teaching Awards Committee approve the Agenda.
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**CARRIED**

#### 2. Approval of the Open Session Minutes of April 12, 2013

Materials before members are contained in the official meeting file.

Motion: Lee/Rahman

THAT the GFC University Teaching Awards Committee approve the Minutes of April 12, 2013

**CARRIED**

3. Comments from the Chair

The Chair commented on a number of items of interest.

**ACTION ITEMS**

4. Proposed Revisions to the Awards for Teaching Excellence Procedures (in UAPPOL)

Materials before members are contained in the official meeting file.

*Presenter:* Elisabeth Le

*Purpose of the Proposal:* To address concerns and issues raised with the administration of the Procedures for the Awards for Teaching Excellence, based on feedback provided by representatives of the Academic Awards and Ceremonies Office (AACO), Office of the Registrar, who are responsible for vetting all nomination packages for the awards adjudicated by GFC UTAC, and from those members who served on GFC UTAC in the Academic Year 2012-2013, based on their adjudication of these awards in the Spring of 2013.

*Discussion:*

Dr Le explained that the proposed revisions were in response to missing and inconsistent documents in the nomination packages. The changes intend to make all applications uniform and easier for the committee to interpret.

Members discussed the possibility of requesting a specific placement in the nomination package for the USRI because when the location is unknown, it is difficult to compare between nominees. However, in light of the concern that setting a placement would suggest unwanted significance of the USRIs and that it would disallow applicants to order their packages in a strategic way, members compromised by adding a revision to request that applicants provide a table of contents, including page numbers.

Dr Le suggested that the issue is reviewed again next year.

Motion: Sigurdson/Lee

THAT the GFC University Teaching Awards Committee (UTAC) recommend to the Acting Provost and Vice-President (Academic) proposed changes (submitted by the Committee) to the Rutherford Award for Excellence in Undergraduate Teaching (Procedure) (set forth in Attachment 1, including the checklist); the William Hardy Alexander Award for Excellence in Undergraduate Teaching (Procedure) (set forth in Attachment 2, including the checklist); the Provost's Awards for Early Achievement (Procedure) (set forth in Attachment 3, including the checklist); the Teaching Unit Award (Procedure) (set forth in Attachment 4, including the proposed checklist); and the Award for Excellence in Graduate Teaching (Procedure) (set forth in Appendix 5, including the checklist), all for implementation upon the Acting Provost's final approval.

**CARRIED**

**DISCUSSION ITEMS**

5. Question Period

Members discussed the difference between the Rutherford and the William Hardy award, as well as discussing that the previous adjudication procedures were very well organized.

**INFORMATION REPORTS**

6. Items Approved by the Committee by E-Mail Ballots (non-debatable)

There were no items

7. Information Items Forwarded to Committee Members Between Meetings

There were no items.

**CLOSING SESSION**

8. Adjournment

The Chair adjourned the meeting at 2 p.m.