

General Faculties Council  
University Teaching Awards Committee (UTAC)  
Approved Open Session Minutes

Thursday, February 16, 2023  
South Academic Building (SAB) 3-07  
1:00 PM - 2:30 PM

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**ATTENDEES:**

Tracy Raivio, Chair  
Trish Manns, Vice-Chair  
Ali Assi  
Benjamin Cheung  
Brooklyn Mackown

Victoria Ruetalo  
Sabrina Jannat Shanta  
Nakita Valerio  
Janet Wesselius  
Minn N Yoon

**REGRETS:**

Brad Hamdon

Staff:

Heather Richholt, Coordinator  
Faiza Billo, Scribe

**OPENING SESSION**

1. Welcome and Introductions (no documents)

*Presenter(s):* Kate Peters, Secretary to General Faculties Council, and Evelyn Hamdon, Senior Advisory, Equity and Human Rights

*Discussion:*

The presenters welcomed University Teaching Awards Committee (UTAC) members, staff and observers. Those in attendance were asked to introduce themselves and to speak to the perspectives they bring to the Committee's work. Through a roundtable format, attendees then introduced and located themselves.

2. Election of Chair and Vice-Chair (no documents)

*Presenter(s):* Kate Peters, Secretary to General Faculties Council

*Discussion:*

K Peters briefly explained the history of UTAC and why the committee has not been convened since 2020. She noted the findings from the Report of the Equity, Diversity, & Inclusivity Review of Teaching Awards Working Group including the need to revise the Awards for Teaching Excellence Policy suite before moving forward with awards and explained the committee's role. She invited members to appoint a Chair and Vice-Chair from amongst its current membership as its first course of business and explained that T Raivio had agreed to put her name forward to serve as Chair and T Manns as Vice-Chair. Hearing no additional nominations, they were appointed by acclamation.

***T Raivio stepped into the chair.***

3. Approval of the Agenda

Materials before members are contained in the official meeting file.

*Presenter(s):* Tracy Raivio, Professor and Chair of UTAC

The motion was moved and seconded.

THAT the GFC University Teaching Awards Committee approve the Agenda.

**CARRIED**

4. Approval of the Open Session Minutes of April 09, 2020

Materials before members are contained in the official meeting file.

*Presenter(s)*: Tracy Raivio, Professor and Chair of UTAC

*Discussion:*

The committee was informed that their approval of the minutes did not require that they had been present at the April 9, 2020 meeting. Instead, the committee was asked to decide if they trusted the process that was used to develop them and approve them for the University record.

The motion was moved and seconded.

THAT the GFC University Teaching Awards Committee approve the Minutes of April 09, 2020.

**CARRIED**

**DISCUSSION ITEMS**

5. Equity, Diversity, and Inclusivity Orientation

Presentation before members is contained in the official meeting file.

*Presenter(s)*: Evelyn Hamdon, Senior Advisory, Equity and Human Rights

*Discussion:*

E Hamdon discussed Equity, Diversity and Inclusivity (EDI) principles and noted the challenges, nuances and implications of these terms within an adjudication and application process. The Committee was encouraged to consider the meaning of the term "EDI" with a view to not minimize the significance of each of these terms. E Hamdon noted that systems and processes may create and recreate disparities and spoke to the complexity of representing individuals, groups and procedures within these systems. She encouraged the committee to consider how the University may develop these processes in ways that can help to address Equity, Diversity and Inclusivity.

Members discussed:

- How EDI work can support belonging, and well-being;
- How to refer to issues of differences without using terms that diminish the diversity of representation;
- The value of challenging assumptions and bias, and questioning what is valued for adjudication;
- The language employed throughout the application and/or nominating process and the format of templates;
- The traditional assessment of accomplishments and goals; and
- The types of questions asked of the candidate and what an "ideal" candidate's CV looks like.

6. General Faculties Council Committee Orientation and discussion

Materials before members are contained in the official meeting file.

*Presenter(s)*: Kate Peters, Secretary to General Faculties Council (GFC); Heather Richholt, Associate Secretary to GFC

*Discussion:*

The presenters reviewed the committee's mandate, its delegated authority from GFC and the accountability of the Provost over teaching awards. They presented the work plan to revise the University's Teaching Awards policies and procedures in response to the Report of the Equity, Diversity, & Inclusivity Working Group.

Members discussed:

- When the last awards were presented and the proposed timelines for UTAC awards;
- The need to recognise early career and sessional teaching awards; and
- The urgency to award teaching excellence.

7. Report of the Equity, Diversity, & Inclusivity Review of Teaching Awards Working Group, and Revision of Awards for Teaching Excellence Policy Suite

Materials before members are contained in the official meeting file.

*Presenter(s)*: Karsten Mündel, Interim Vice-Provost (Learning Initiatives)

*Discussion:*

K Mündel presented an overview of the five Awards for Teaching Excellence that the Office of the Provost is responsible for administering. He provided proposed draft revisions of the Policy and a new procedure, developed in response to the Report. He asked for support from committee members to review and revise the drafts and that an additional meeting of the committee be convened to review documents in advance of the March 20 meeting of General Faculties Council. He noted the goal of adjudicating awards by Fall, 2023.

8. Work Plan and Meetings

*Presenter(s)*: Tracy Raivio, Professor and Chair of UTAC

*Discussion:*

The Chair reviewed dates and timelines for the committee's work and thanked members for their willingness to join a special meeting on March 9, 2023. She noted other scheduled meetings and thanked members for their work.

**INFORMATION ITEMS**

9. Communications Sent Between Meetings

- University of Alberta Mail - Changes Awards for Teaching Excellence 2020-2021
- University of Alberta Mail - GFC UTAC Committee Update

**CLOSING SESSION**

10. Adjournment

- Next meeting of UTAC: March 9/30, 2023
- Next meeting of GFC: February 27, 2023