

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

Thursday, August 31, 2023  
South Academic Building (SAB) 3-07  
1:00 PM - 2:00 PM

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**ATTENDEES:**

Trish Manns, Chair  
Minn N Yoon, Vice-Chair  
Angelina Botros  
Florence Glanfield  
Tommy Mayberry  
Karsten Mündel

Joanne Rodger  
Victoria Ruetalo  
Carrie Smith  
Nakita Valerio  
*non-voting:*  
John Lemieux  
Kate Peters

**REGRETS:**

Ali Assi  
Aamir Mohamed  
Cayden Ransom

Staff:

Heather Richholt, Scribe

**OPENING SESSION**

Before calling the meeting to order, the Chair acknowledged the territory and led a round of introductions.

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

*Presenter(s):* Trish Manns, Professor and Chair of UTAC

Discussion:

Members discussed and agreed to the proposed agenda.

2. Approval of the Open Session Minutes

Materials before members are contained in the official meeting file.

*Presenter(s):* Trish Manns, Professor and Chair of UTAC

Discussion:

Members agreed to approve the minutes from the June 1, 2023 meeting.

3. Comments from the Chair (no documents)

- Election of the Chair and Vice-Chair

*Presenter(s):* Trish Manns, Professor and Chair of UTAC

The Chair asked K Peters to address the role of Chair and Vice-Chair. K Peters explained that the committee terms of reference note that the committee will elect a Chair and a Vice-Chair, at least one of whom is a member of GFC. She noted that T Manns has agreed to let her name stand for the Chair position and that M Yoon,

academic staff and GFC member, has agreed to let her name stand for the Vice-Chair position. K Peters asked if there were any other nominations for these positions. Hearing none, T Manns and M Yoon were elected by acclamation.

In her comments, the Chair spoke about:

- The Narrative CV workshop hosted by the Centre for Teaching and Learning (CTL);
- CTL's new faculty onboarding events that will continue into the fall;
- The university's new equity training module and encouraged members to work through it;
- Danielle Peers' appointment as Academic Lead on Equity Praxis and Systemic Ableism; and
- The Office of the Provost's offer to support UTAC members to enroll in a micro-credit online course offered by the Faculty of Native Studies.

## **DISCUSSION ITEMS**

### 4. GFC Committee Orientation

Materials before members are contained in the official meeting file.

*Presenter(s):* John Lemieux, University Secretary; Kate Peters, GFC Secretary and Manager of GFC Services

*Discussion:*

J Lemieux spoke about the role of the University Secretary and the Governance unit, the balance of authority between the Board of Governors and General Faculties Council as set out in the *Post-Secondary Learning Act*, and the principles of collegial governance.

K Peters thanked members for their engagement and the incredible amount of work they had done since February 2023. She spoke about the commitments to equity and inclusion, and indicated that UTAC was proof that GFC can do its work in new ways and still uphold high standards of decision making and rigorous processes.

### 5. Update on Awards and Adjudication Process (no documents)

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

*Discussion:*

K Mündel spoke about the importance of transparency and what equity and bias can mean in the process. He spoke about the two phase adjudication process and the use of narrative CVs. He noted that the university recognizes that there has been a shift in who has been doing the teaching and award eligibility was shifting accordingly.

### 6. Anti-Bias in the Adjudication of Awards Conversation

Materials before members are contained in the official meeting file.

*Facilitator:* Evelyn Hamdon, Senior Advisor, Equity & Human Rights

*Discussion:*

Members engaged in a conversation and asked questions and expressed comments including but not limited to:

- Ongoing efforts to embed Equity, Diversity, and Inclusion (EDI) into the work of the committee;

- Intentionally recognizing one's own bias and the example of preference for a traditional CV over a narrative CV;
- The introductory Module 1: Foundations of Equity, Diversity, and Inclusion, a question about what members found useful and a request for feedback;
- Elements of the module including: eClass accessibility, accessible language, introductions to the people doing EDI work across our campuses, and knowledge sharing;
- How to apply this to our work, prevent ourselves from falling back into old habits and alienating people;
- Keeping the conversation going is part of the work as we transform our colonial practices with respect to teaching awards; and
- An acknowledgement that it is difficult to address these things in the moment without practice and whether the committee would have the opportunity to do some role playing to prepare for this work.

#### 7. UTAC Procedures

Materials before members are contained in the official meeting file.

*Presenter(s):* Kate Peters, GFC Secretary and Manager of GFC Services

The Chair reminded members that they reviewed an early draft of the procedures in June. She asked members to consider the division of authority between the Provost for the operational processes to promote and administer the nominations, and GFC for the adjudication alone.

During the discussion, members asked questions and expressed comments including but not limited to:

- The format of the document and whether the committee would like to have an approved document or have a living document that could be updated as needed;
- The time needed to determine a procedures document that everyone was comfortable with;
- Whether the document could be kept very high level for the current year as the committee was learning to trust each other and work with the new processes and undergo an in-depth review in the spring; and
- The importance of creating space for members to work together and "call each other in" when something concerning arises.

Members agreed to revisit the procedures document at the next meeting.

#### **INFORMATION ITEMS**

Materials before members are contained in the official meeting file.

#### 8. Information Sent Between Meetings

- University of Alberta Mail: Fall 2023 University Teaching Awards Committee meeting schedule
- UTAC | Optional Training Available: Tackling Structural Racism Micro-Course
- University of Alberta Mail: Call for Applications is Live!

#### **CLOSING SESSION**

#### 9. Adjournment

- Next meeting of GFC: September 18, 2023
- Next meeting of UTAC: September 7, 2023