



Monday, February 26, 2018
Council Chamber, 2-100 University Hall (UNH)
2:00 PM - 4:00 PM

OPENING SESSION

1. Approval of the Agenda David Turpin
2. Approval of the Minutes of January 29, 2018 David Turpin
3. Report from the President (no documents) David Turpin
4. New Members of GFC David Turpin
[Note: A motion to appoint may be proposed only by a statutory member of GFC. A motion to receive may be proposed by any member of GFC.]

Motion 1: To Appoint New Members

ACTION ITEMS

5. Amendments to Section 30.6.5(14) of the Code of Student Behaviour, Sections 11.8.9.4 of the Code of Applicant Behaviour, and Section 87.8 of the Practicum Intervention Policy Steven Penney

Motion: To Recommend Board of Governors Approval

DISCUSSION ITEMS

6. University of Alberta Institutional Responses to the Truth and Reconciliation Commission (no documents) Chris Andersen
Wendy Rodgers
7. GFC Executive ad hoc Transition Committee - Update (no documents) Eleni Stroulia
8. Nominating Committee - Update (no documents) Eleni Stroulia
9. Question Period David Turpin

INFORMATION REPORTS

[If a GFC member has a question about a report, or feels that the report should be discussed by GFC, the GFC member should notify the Secretary to GFC, in writing, two business days or more before GFC meets so that the Committee Chair (or relevant expert) can be invited to attend.]

10. Report of the GFC Executive Committee
11. Report of the GFC Academic Planning Committee

12. Report of the GFC Academic Standards Committee
13. GFC Nominations and Elections (no documents) - [Current GFC committee vacancies](#)
14. Information Items
14A. Helping Individuals at Risk and Office of Safe Disclosure and Human Rights Activity Reports 2016-2017
15. Information Forwarded to GFC Members Between Meetings (no items to date)

CLOSING SESSION

16. Next meeting date: March 19, 2018

Presenter(s):

David Turpin	President and Vice-Chancellor; Chair, General Faculties Council
Steven Penney	Chair, GFC Student Conduct Policy Committee
Chris Andersen	Dean, Faculty of Native Studies
Wendy Rodgers	Deputy Provost, Office of the Provost and Vice-President (Academic)
Eleni Stroulia	Chair, GFC Executive Committee ad hoc transition committee

Documentation was before members unless otherwise noted.

Meeting REGRETS to:	Heather Richholt, richolt@ualberta.ca , 780-492-1937
Prepared by:	Meg Brolley, GFC Secretary
University Governance	www.governance.ualberta.ca



Meeting of February 26, 2018

MOTION I: TO APPOINT *[This motion may be proposed only by statutory members of GFC]:*

The following graduate student representative to serve on GFC for terms commencing immediately and ending April 30, 2018:

Osmanmyrat Hojanepesov

Faculty of Medicine and Dentistry (Surgery)

OUTLINE OF ISSUE
Action Item

Agenda Title: **Amendments to the Code of Student Behaviour, Code of Applicant Behaviour, and Practicum Intervention Policy**

Motion: THAT General Faculties Council recommend that the Board of Governors approve the proposed amendments to Section 30.6.5(14) of the Code of Student Behaviour, Sections 11.8.9.4 of the Code of Applicant Behaviour, and Section 87.8 of the Practicum Intervention Policy, as recommended by the GFC Student Conduct Policy Committee, to be effective July 1, 2018.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	University Governance
Presenter	Steven Penney, Chair, GFC Student Conduct Policy Committee

Details

Responsibility	General Faculties Council and the Board of Governors
The Purpose of the Proposal is (please be specific)	To recommend editorial changes to the Code of Student Behaviour, Code of Applicant Behaviour, and the Practicum Intervention Policy
The Impact of the Proposal is	To maintain up-to-date and accurate institutional policy documents.
Replaces/Revises (eg, policies, resolutions)	Revisions to the Code of Student Behaviour – May 30, 2016 version; Code of Applicant Behaviour – May 30, 2016 version; and Practicum Intervention Policy – May 30, 2016 version.
Timeline/Implementation Date	July 1, 2018
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	N/A
Supplementary Notes and context	The proposed amendments are limited to changes to unit and committee names.

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity)	<u>Those who have been informed:</u> <ul style="list-style-type: none"> Student Conduct Policy Committee Stakeholders Working Group (November 9, 2017)
<For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> Student Conduct Policy Committee Stakeholders Working Group Student Conduct and Accountability University Governance
	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> GFC Student Conduct Policy Committee
Approval Route (Governance) (including meeting dates)	GFC Student Conduct Policy Committee (meeting of January 25, 2018 to be effective July 1, 2018) GFC Student Conduct Policy Committee (January 25, 2018) GFC Executive Committee (February 12, 2018) General Faculties Council (February 26, 2018) Board Learning and Discovery Committee (April 27, 2018)

Final Approver	Board Learning and Discovery Committee (with delegated authority from the Board of Governors)
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Alignment/Compliance

Alignment with Guiding Documents	<p>Institutional Strategic Plan - <i>For the Public Good</i></p> <p>GOAL: Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.</p> <p>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.</p> <p>Strategy i: Encourage transparency and improve communication across the university through clear consultation and decision-making processes, substantive and timely communication of information, and access to shared, reliable institutional data.</p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): The <i>Post-Secondary Learning Act (PSLA)</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)) and over student affairs (Section 31), including authority concerning student discipline.</p> <p>2. GFC SCPC Terms of Reference</p> <p>“4. Delegated Authority from General Faculties Council</p> <p>4.1 Approve editorial amendments to:</p> <p>a. the Code of Student Behaviour (except as listed under 7. Limitations to Authority)</p> <p>b. the Code of Applicant Behaviour (except as listed in 7. Limitations to Authority)</p> <p>c. the Practicum Intervention Policy (except as listed in 7. Limitations to Authority)”</p> <p>“7. Limitations to Authority [...]</p> <p>7.2 All Amendments to the following sections are forwarded to General Faculties Council for recommendation to the Board of Governors:</p> <p>a. the Code of Student Behaviour 30.6: Procedures for Appeal of Decisions to the University Appeal Board (UAB)</p> <p>b. the Code of Applicant Behaviour 11.8.9: Appeals Against Decisions of the Registrar</p> <p>c. the Practicum Intervention Policy [...] GFC PRB 87.8: Procedures Prior to GFC PRB Hearings”</p> <p>3. GFC Executive Terms of Reference</p> <p>“5. Agendas of General Faculties Council</p> <p>GFC has delegated to the Executive Committee the authority to decide</p>

	<p>which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda.”</p> <p>4. GFC Terms of Reference</p> <p>“3. Mandate of the Committee Powers Retained by General Faculties Council All powers and responsibilities under Section 26 of the PSLA not expressly delegated now or in the future shall be retained by General Faculties Council. (GFC 02 DEC 1966)</p> <p>The issues which remain with GFC or which would be referred by a Standing Committee to GFC would generally be in the nature of the following:</p> <ul style="list-style-type: none">• high level strategic and stewardship policy issues or matters of significant risk to the University” <p>5. Board Learning and Discovery Committee</p> <p>“3. Mandate of the Committee</p> <p>e. review and approve the Code of Student Behaviour, the Code of Applicant Behaviour and the Practicum Intervention Policy”</p>
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Attachments:

1. Attachment 1: Proposed Changes to the Code of Student Behaviour
2. Attachment 2: Proposed Changes to the Code of Applicant Behaviour
3. Attachment 3: Proposed Changes to the Practicum Intervention Policy

Prepared by: University Governance

ATTACHMENT 1 – CODE OF STUDENT BEHAVIOUR

30.6.5(14) The Chair shall normally submit the written decision of the UAB to the Appeals Coordinator within 10 Working Days of the decision being reached. The Appeals Coordinator shall then send a copy of the UAB's decision to the following individuals:

- a) the Appellant/ Respondent and their respective advisor;
- b) the Dean of Student's Faculty;
- c) the Discipline Officer, in cases where the Discipline Officer's decision has been appealed;
- d) the Instructor who initiated the discipline process, where applicable;
- e) in the case of a graduate Student, the Graduate Coordinator
- f) the Provost and Vice-President (Academic), or delegate;
- g) the Office of General Counsel;
- h) Chair of the ~~Campus Law Review~~[Student Conduct Policy](#) Committee;
- i) members on the hearing panel; and
- j) the Panel of Chairs.

(CLRC 29 NOV 2001) (CLRC 30 JAN 2003) (EXEC 08 DEC 2003) (BEAC 11 DEC 2003) (BEAC 02 JUN 2005) (EXEC 04 JUN 2012)

In programs jointly offered with another institution, the partner institution shall be copied on the UAB decision when the charges have arisen as a result of inappropriate behaviour at that partner institution. (BEAC 02 JUN 2005)

Code of Applicant Behaviour decisions shall be sent to the Registrar and all Faculties to which the Applicant has sought admission. (EXEC 01 MAY 2006)

ATTACHMENT 2 – CODE OF APPLICANT BEHAVIOUR

11.8.9.4 The Provost or delegate shall:

a. Have access to student records held by a Faculty, Department or unit, Student Conduct and Accountability, the Office of the Registrar ~~and Student Awards~~ or University Governance in an instance where the Provost has invoked, or is considering invoking, the Protocol For Urgent Cases of Disruptive, Threatening or Violent Conduct (Section 91); (EXEC 03 MAY 2004)(BHRCC 05 MAY 2004) (EXEC 04 MAY 2009) (EXEC 11 MR 2016)

b. Intervene in a case concerning the Code in a case being heard, already heard, or about to be heard by the UAB in an instance where the Provost has invoked, or is considering invoking, the Protocol For Urgent Cases of Disruptive, Threatening or Violent Conduct (Section 91)." (EXEC 03 MAY 2004) (BHRCC 05 MAY 2004)

ATTACHMENT 3 – PRACTICUM INTERVENTION POLICY

87.8 PROCEDURES PRIOR TO GFC PRB HEARINGS

- a. When an appeal is received the Appeals Co-ordinator shall:
 - i) provide the Student and the Dean with a written acknowledgement of the appeal;
 - ii) ask the Dean to indicate who will respond to the appeal on behalf of the Faculty;
 - iii) advise the Dean that a written response to the appeal is required within ten (10) Working Days;
 - iv) select a Chair for the GFC PRB hearing;
 - v) provide the Student and the Dean with the name of the GFC PRB Chair and the names of potential members of the panel;
 - vi) upon receipt of the Faculty's written response to the appeal, provide a copy to the Student;
 - vii) direct the Registrar to withhold Degrees, certification of marks and/or transcripts pending the outcome of the appeal.
- b. The Appeals Co-ordinator shall consult with the Chair, who shall set a time and place for the hearing of the appeal. Appeals are intended to proceed in a timely manner and the hearing date will normally be set to occur within thirty (30) Working Days of the receipt of the appeal. Both parties shall be provided with reasonable notice of the hearing date. The normal timeframe of (30) Working Days may not apply if there are also COSB charges (See Section 87.4.d.).
- c. The Appeals Co-ordinator shall provide the parties and the GFC PRB panel with:
 - i) the date, time and place of the appeal hearing; and
 - ii) the appeal, the Faculty response, any documentation received from the parties, and the FPRC decision under appeal.
- d. The Student and the Faculty will have five (5) Working Days after receipt of the names of the anticipated panel members to lodge any challenge requesting that a Chair or a panel member not serve on the appeal.
 - i) challenges may only be made on the grounds that the Chair or panel member may have a bias that would prevent a fair hearing;
 - ii) the challenge must include written reasons to support the challenge;
 - iii) the Chair shall consider and rule upon the challenge. The decision of the Chair may be made without a hearing and shall be final and binding; and

- iv) membership in the same Faculty as the Student is deemed not to constitute such a bias unless the anticipated GFC PRB panel member sat on the FPRC which heard the Student's appeal at that level.
- e. The Student and Faculty must notify the Appeals Co-ordinator immediately upon selecting an Advisor for purposes of representation at the GFC PRB hearing.
- f. A witness list must be provided to the Appeals Co-ordinator by both the Student and the Faculty at least five (5) Working Days prior to the hearing date. The Appeals Co-ordinator shall inform the other party and the GFC PRB of the identity of the witnesses.
- g. Each party is responsible for securing the attendance of their witnesses at the hearing.
- h. Either the Student or the Faculty may request, in writing, an extension of any time limits. The Chair may extend any of the time limits where the Chair is of the opinion that the applicant has a reasonable ground for requesting such extension. The decision of the Chair may be made without a hearing and shall be final and binding.
- i. All other procedural matters or questions that arise before the hearing will be decided by the Chair. The Chair will make a decision and before doing so may consult with the Appeals Co-ordinator and with members of the GFC PRB. The Chair's decision shall be final and binding.

General Faculties Council Standing Committee Report

GFC Executive Committee

1. Since the last GFC meeting, the Executive Committee met on February 12, 2018.

2. Items Approved Under Delegated Authority

Amendments to the Academic Appeals Policy

Proposed Changes to Composition of Faculty Council, Faculty of Graduate Studies and Research

Agenda for the February 26, 2018 Meeting of General Faculties Council

3. Items Recommended to GFC

Amendments to Section 30.6.5(14) of the Code of Student Behaviour, Section 11.8.9.4 of the Code of Applicant Behaviour, and Section 87.8 of the Practicum Intervention Policy

4. Items that the Committee Discussed or Advised on

Helping Individuals at Risk (HIAR) and Office of Safe Disclosure and Human Rights (OSDHR) Annual Reports 2016-2017

Truth and Reconciliation Commission

Board of Governors / GFC / Senate Summit debrief

GFC Executive ad hoc Transition Committee - Update

GFC Nominating Committee - Update

Terms of reference and records of meetings for this committee can be found at:

<http://www.governance.ualberta.ca/GeneralFacultiesCouncil/ExecutiveCommittee.aspx>

Submitted by:

David Turpin, Chair

Executive Committee

General Faculties Council Standing Committee Report

GFC Academic Planning Committee

1. Since last reporting to GFC, the Academic Planning Committee met on February 14, 2018.
2. Actions Taken with Delegated Authority from GFC

Recommended to Board of Governors:

Proposed New Mandatory Student Instructional Support Fees, Proposed Change to Existing Mandatory Student Instructional Support Fees, and Proposed Deletion of Mandatory Student Instructional Support Fees

University of Alberta 2018-2019 General Tuition Proposal

University of Alberta 2018-2019 International Tuition Fee Proposal

University of Alberta's Comprehensive Institutional Plan (CIP) (2018-2021): Budget and Capital Plan

Terms of reference and records of meetings for this committee can be found at:

<http://www.governance.ualberta.ca/GeneralFacultiesCouncil/AcademicPlanningCommittee.aspx>

Submitted by:
Steven Dew
Chair, GFC Academic Planning Committee

General Faculties Council Standing Committee Report

GFC Academic Standards Committee

1. Since the last GFC meeting, the GFC Academic Standards Committee met on February 15, 2018
2. Items Approved under Delegated Authority from GFC

Approval of Transfer Credits for February 2018, Office of the Registrar

Proposed Changes to Existing Admission Requirements for MBA/BSc Pharmacy, Faculty of Graduate Studies and Research

Proposal for the suspension of Admission/Transfer to the Atmospheric Sciences honors/specialization program, Department of Earth and Atmospheric Sciences, Faculty of Science

Proposal for an Embedded Certificate in Applied Social Science Research, Faculty of Arts

Proposal for a new non-credit Occupational Health and Safety Professional Diploma, Faculty of Extension

Proposal from the Faculty of Graduate Studies and Research for Admission/Transfer and Academic Standing Regulations for a new course-based Master of Arts in Policy Studies in the Department of Political Science

Proposal from the Faculty of Graduate Studies & Research for Admission/Transfer and Academic Standing Regulations for a new combined Master of Business Administration/Doctor of Pharmacy (MBA/PharmD) program, the Faculty of Business and the Faculty of Pharmacy and Pharmaceutical Sciences

3. Items Discussed

External Programs for Review and Programs in Progress on Campus: Standing Item

Terms of reference and records of meeting for this committee can be found at:
<http://www.governance.ualberta.ca/GeneralFacultiesCouncil/AcademicStandardsCommittee.aspx>

Submitted by:
Tammy Hopper, Chair
Academic Standards Committee

OUTLINE OF ISSUE
Advice, Discussion, Information Item

Agenda Title: **Helping Individuals at Risk (HIAR) and Office of Safe Disclosure and Human Rights (OSDHR) Annual Reports 2016-17**

Item

Proposed by	Gitta Kulczycki, Vice-President (Finance and Administration)
Presenter	Deborah Williams, Interim Associate Vice-President (Audit and Analysis); Kris Fowler, Helping Individuals at Risk Case Team Coordinator (Helping Individuals at Risk)

Details

Responsibility	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
The Purpose of the item is (please be specific)	In 2008, the University introduced the Office of Safe Disclosure and Human Rights as an intake service for issues arising under the Ethical Conduct and Safe Disclosure Policy. In 2010, the University created the Helping Individuals at Risk intake function to provide campus community with a centralized service for reporting at risk behaviour. The purpose of this report is to provide an overview of the activities of each office and to comment on trends and issues.
Timeline/Implementation Date	n/a
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u><i>Those who have been informed:</i></u> •
	<u><i>Those who have been consulted:</i></u> •
	<u><i>Those who are actively participating:</i></u> •

Alignment/Compliance

Alignment with Guiding Documents	<ul style="list-style-type: none"> • Values – Above all, we value intellectual integrity, freedom of inquiry and expression, and the equality and dignity of all persons as the foundation of ethical conduct in research, teaching, learning, and service. We value diversity, inclusivity, and equity across and among our people, campuses and disciplines. • Goal: Build a diverse, inclusive community of exceptional students, faculty and staff from Alberta, Canada, and the world. <ul style="list-style-type: none"> ○ Objective 1 – Build a diverse, inclusive community of exceptional undergraduate and graduate students from Edmonton, Alberta, Canada and the world.
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Item No. 14A

	<ul style="list-style-type: none"> ○ Objective 2 –Create a faculty renewal program that builds on the strengths of existing faculty and ensures the sustainable development of the University of Alberta’s talented, highly qualified, and diverse academy. ○ Objective 3 – Support ongoing recruitment and retention of a highly skilled, diverse community of non-academic and administrative staff by enriching the University of Alberta’s working environment. ○ Objective 5 – Build and strengthen trust, connection, and a sense of belonging among all members of the university community through a focus on shared values.
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>1. Post-Secondary Learning Act (PSLA): GFC has responsibility, subject to the authority of the Board of Governors, over academic affairs. (Section 26(1)) and student affairs (Section 31). GFC has thus established policies governing helping individuals at risk, as set out in University of Alberta Policies and Procedures On-Line (UAPPOL).</p> <p>2. GFC Policy: The Helping Individuals at Risk and Safe Disclosure and Human Rights Annual Report is one of several reports from non-GFC committees/entities requested to provide an annual report to GFC.</p> <p>3. GFC Terms of Reference (GFC Procedures/GFC Agendas/ Reports): “Reports not requiring action by GFC will be discussed by the Executive Committee (with committee chairs in attendance) and placed on the GFC agenda for information. If a GFC member has a question about a report, or feels that the report should be discussed by GFC, the GFC member should notify the Secretary to GFC, in writing, two business days or more before GFC meets so that the committee chair can be invited to attend. Such reports will be discussed as the last of the standing items.” (Section 4.a.)</p> <p>Annual reports are made available to GFC online.</p> <p>4. BSHEC Terms of Reference: Mandate of the Committee: “Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to all matters concerning environmental health and the protection of the health, safety and security of the University community and the general public at the University as well as University student health and wellness.”</p>

Attachments

1. Attachment 1: Office of Safe Disclosure and Human Rights (OSDHR) Annual Report 2016-17
2. Attachment 2: Helping Individuals at Risk (HIAR) Annual Report 2016-17

Prepared by: Wade King, Director (Safe Disclosure and Human Rights) and Kris Fowler, Case Team Coordinator (Helping Individuals at Risk)

Office of Safe Disclosure and Human Rights (OSDHR) Annual Report 2016-17

Program Goals

The Office of Safe Disclosure & Human Rights (OSDHR) has two functions: the provision of the University of Alberta's confidential disclosure services and human rights promotion and consulting. The office provides intake, advisory, strategic and educational services to students, staff and faculty at all University of Alberta campuses.

This report spans the period of July 1, 2016 - June 30, 2017.

Safe Disclosure Activity

OSDHR operates on a confidential intake and referral model. Individuals or groups that make disclosures to the office are referred to the most appropriate university service provider(s) in order for the matter to be addressed. The OSDHR is also responsible for meeting the University of Alberta's obligations under the *Public Interest Disclosure Act* regarding intake and awareness activities.

The OSDHR launched an online reporting tool that allows reports to be securely submitted via the web. This augments the existing reporting mechanisms and enhances the office's ability to receive reports.

The OSDHR provided intake and referral services for 246 disclosures during the reporting year, mostly reported by staff and faculty, but there was a significant increase in student reports. The majority (189) of disclosures related to harassment and discrimination (including Duty to Accommodate).

Matters reported to the Office are typically referred to existing campus resources for resolution. The OSDHR maintains a working relationship with the various resources to ensure delivery of effective referral services.

Summary of Disclosure Activity

This year again saw an increase in disclosure activity; disclosures of harassment remain the single largest category. At least some of this increase may be due to changes in reporting behavior. The implementation of an on-line reporting tool, as well as recent cultural shifts with regards to reporting, may have increased reports.

Table 1. Disclosure types

Nature of disclosed allegation	2016/17	2015/16	2014/15	2013/14
Academic Appeal	6	3	1	2
Academic Integrity (Research)	1	-	-	-
Breach of Collective Agreement	9	6	4	5
Breach of Contract	2	4	-	1
Breach of Ethical Conduct & Safe Disclosure Policy	20	8	4	5
Conflict of Interest	4	4	1	-
Discrimination	37	14	17	11
Duty to Accommodate	18	6	6	-
Harassment	134	62	32	40
Bullying	71	38	16	26
General	22	14	11	5
Gender	9	1	-	-
Race	5	3	3	3
Sexual	27	6	4	6
Sexual Identity	-	-	-	-
Privacy Concerns	-	-	-	-
Reasonable Accommodation	-	-	-	6
Safety	4	3	2	2
Theft/Fraud	4	2	4	4
Other	7	6	8	3
TOTAL	246	118	79	79

As indicated in the following table, the largest increase in disclosures was under the “Other” category. As noted above, the institution of an on-line reporting system may be driving at least some of this increase.

Table 2. Individuals making disclosures

Category	2016/17	2015/16	2014/15	2013/14
Academic	52	29	23	11
Non-Academic (NASA)	66	63	20	34
Student	48	18	30	25
Former Employee	4	2	2	2
Postdoctoral Fellow	4	1	-	4
Other (anonymous, parent spouse, visitor, etc.)	72	5	4	3
TOTAL	246	118	79	79

Human Rights

The OSDHR undertakes a variety of initiatives that enhance awareness and understanding of the principles of human rights. The office also engages in a variety of activities that support the objectives of the Discrimination, Harassment and Duty to Accommodate Policy that states “The University is enriched by diversity, and it welcomes and seeks to include many voices, including those that have been under-represented or excluded.”

Training and coaching activities included in-person training sessions, the development of education and awareness materials, and multiple advisory conversations with members of the University community, including senior leadership. In addition, training was delivered at new employee orientation, Gold College, the supervisory leadership program and student orientations.

The office also supports various processes and committees, such as scholarship development, sexual violence response, and GFC sub-committees, by providing advice on human rights policies and best-practices. The Office has also taken on a significant role in the development of an Equity, Diversity and Inclusion strategy for the University.

OSDHR collaborates with various campus service providers on projects that promote a positive human rights environment, such as Equity Diversity and Inclusion Week, the Visiting Lectureship in Human Rights, the International Student Centre Internship Program and the Trans Day of Remembrance.

When possible, the office collaborates with community organizations to lend expertise or build awareness of the University’s commitment to human rights. OSDHR advisors contributed to activities hosted by the John Humphrey Centre for Peace and Human Rights, the Canadian Association for the Prevention of Discrimination and Harassment in Higher Education (CAPDHHE), the Canadian Centre for Diversity and Inclusion (CCDI) and the Edmonton Business Diversity Network (EBDN).

Upcoming Strategic Areas of Focus

Supporting the Institutional EDI Strategy Development Process

OSDHR will support the development of an institution-wide EDI strategy that aligns with *For the Public Good*. This work will be the primary strategic focus for the duration of the development and implementation process.

Targeted Support

To further enhance education and awareness across campus, the office will implement a system to collect information to further identify and follow-up on disclosure trends.

Public Interest Disclosure Act

The Alberta Legislature has passed changes to the *Public Interest Disclosure Act*. When promulgated, these will expand the scope of disclosure responsibilities for the university and the Designated Officer. This will require a policy/procedural change as well as training and awareness activities

HELPING INDIVIDUALS AT RISK (HIAR) ANNUAL REPORT 2016-17

Helping Individuals At Risk (HIAR)

The HIAR program provides a centralized location for reports of at risk behavior in order to facilitate a “connecting of the dots” of what could otherwise be viewed as isolated and less urgent incidents. One impetus behind the creation of this program was the key finding from the shootings at Virginia Tech that failure to share information on what were considered isolated incidents resulted in an underestimation of risk. The HIAR program helps connect Individuals at Risk of harm to self or others to resources before a situation escalates, and ensures a coordinated response across campus.

REPORTS OF INDIVIDUALS AT RISK

The HIAR program received 652 reports about 415 Individuals at Risk, a 23% increase in both the number of reports and the reported number of Individuals at Risk from the previous year. These numbers demonstrate the continued growth of the program, of at least 20% per year.

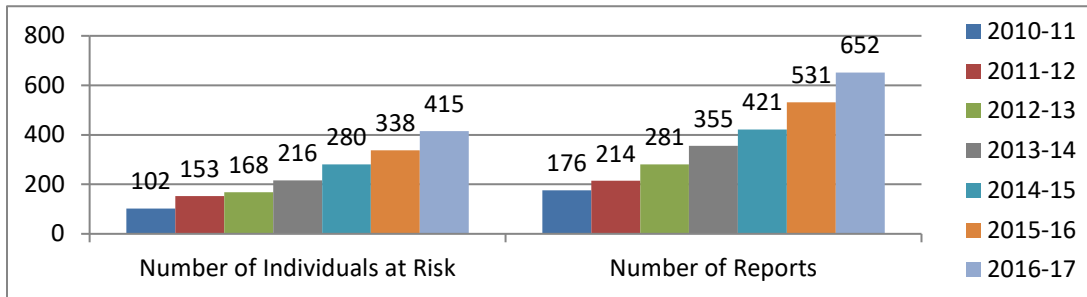
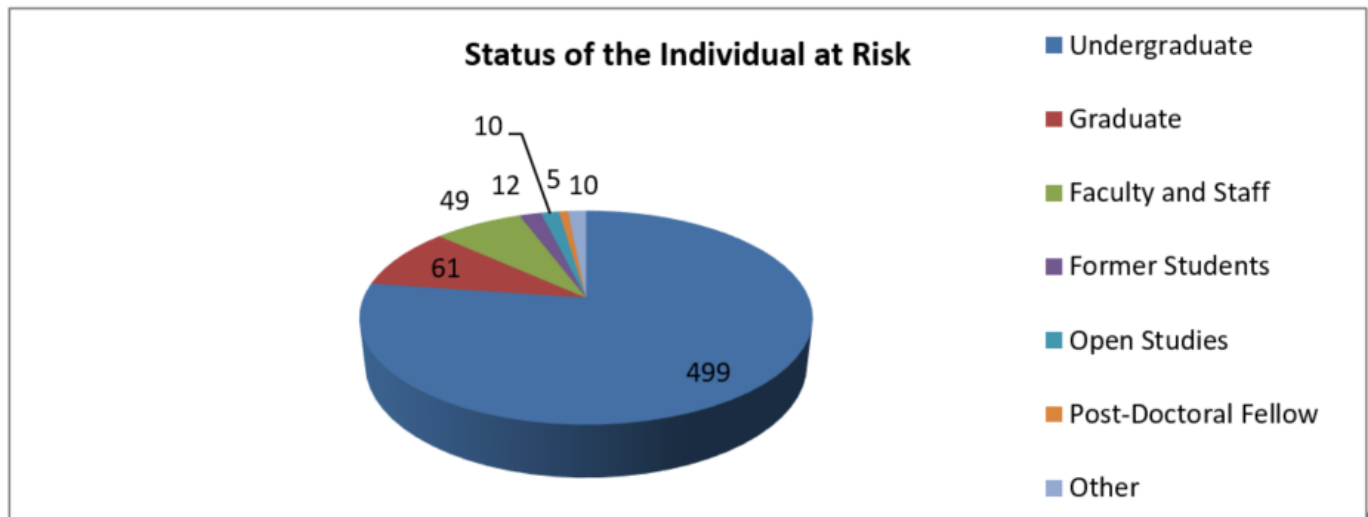


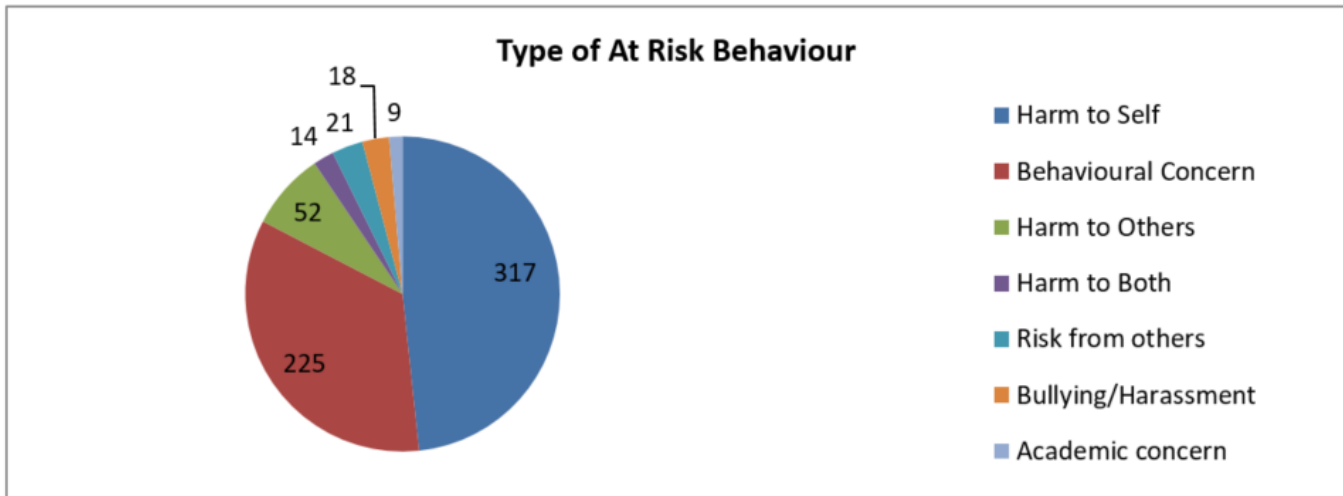
Figure 1: Growth of the HIAR Program

The majority of reports to the program (499 reports, 76%) continued to be regarding undergraduate students. Sixty-one reports (9%) were regarding graduate students, 49 reports (8%) were about faculty or staff, 10 reports (2%) were about those in open studies, 12 reports (2%) were about former students, 10 reports (2%) were regarding visiting students, 5 reports (1%) were about Post-Doctoral Fellows and the remainder (10 reports, 2%) were other (i.e. applicants, special students, or former employees). There were 159 reports about International Students which comprised 24% of all reports to HIAR.



Reports about Individuals at Risk were almost equally divided between males (319 reports, 49%) and females (314 reports, 48%), while 16 reports (2%) were about transgender individuals.

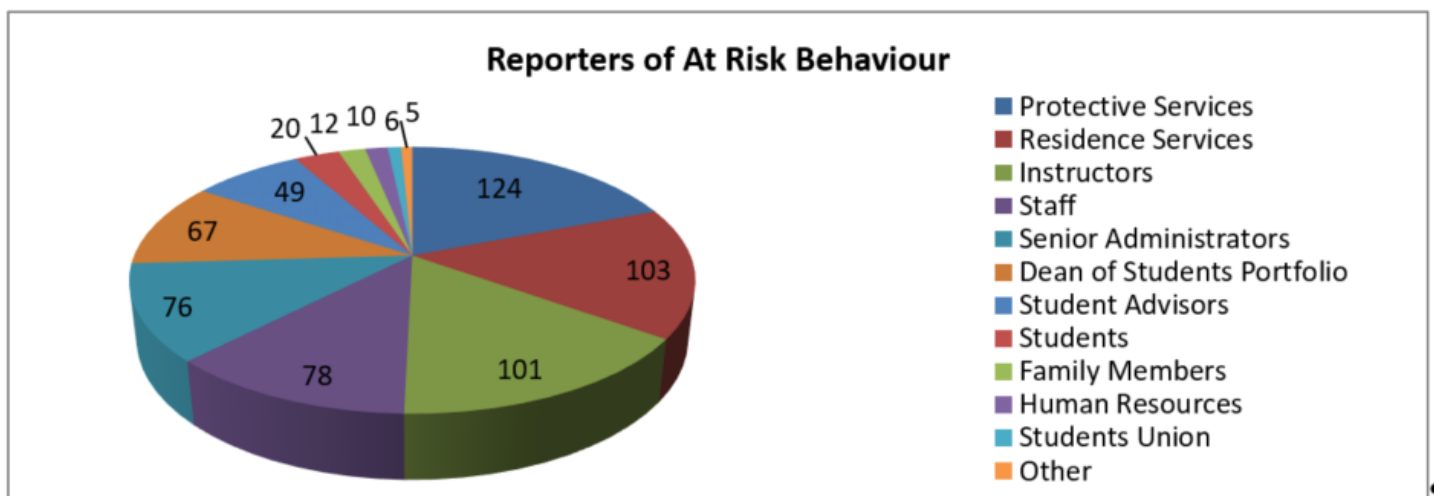
Most reports were about a concern that the Individual at Risk was at risk of harm to self (317 reports, 49%). Two-hundred and twenty-five reports (35%) were regarding a behavioural concern where the Individual at Risk was exhibiting worrisome behaviour that did not yet meet the assessment of harm. Fifty-two reports (8%) were regarding those deemed to be at risk of harm to others, 14 reports (2%) were about those at risk of both harm to self and harm to others, 18 reports (3%) were regarding bullying or harassment, 21 reports (3%) were at risk from others and 9 reports (1%) were regarding academic concerns.



The number of reports about those at risk of harm to self increased significantly over the last year from 205 reports (39%) in 2015-16 to 317 reports (49%) in 2016-17. There does not appear to be a single event that led to this increase in reports, but may be due to the university's ongoing efforts to increase awareness about mental health and the struggles that many students face during their academic career.

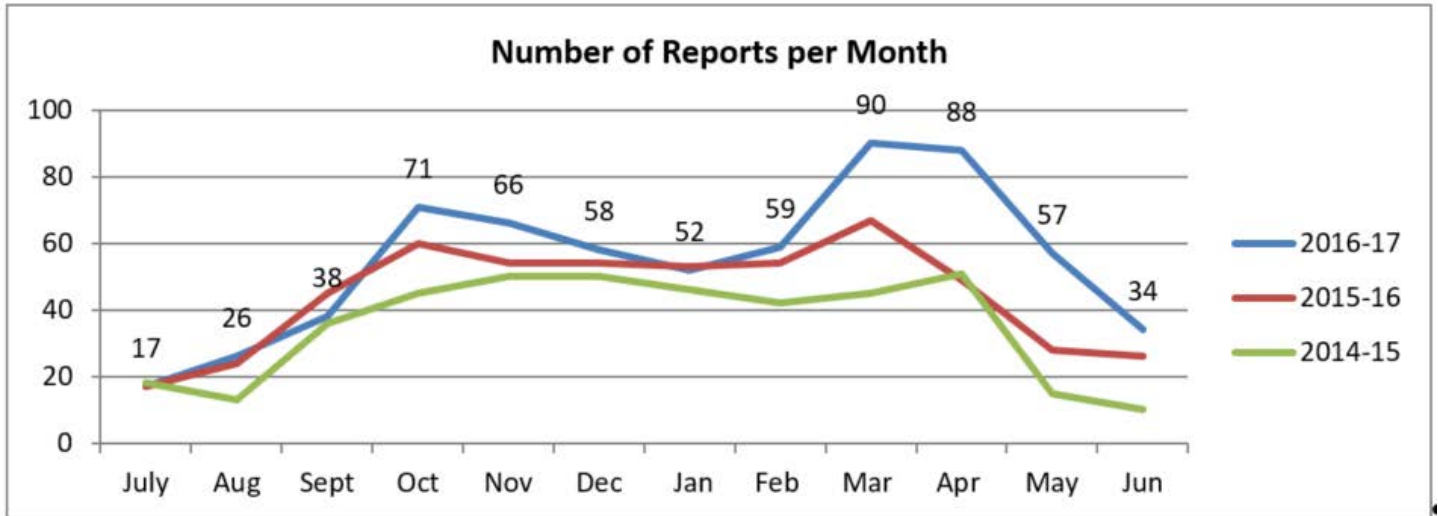
REPORTERS OF AT RISK BEHAVIOUR

The greatest number of reports came from University of Alberta Protective Services (124 reports or 19%), Residence Services (103 reports or 16%) and instructors (101 reports or 15%). A significant number of reports were also received from staff (78 reports or 12%), Senior Administrators (76 reports or 12%), the Office of the Dean of Students/University Student Services (67 reports or 10%) and Student Advisors (49 reports or 7%).



With regards to reports received from faculties, the largest number of reports were received from the Faculty of Arts (90 reports or 14%), Faculty of Engineering (57 reports or 9%) and Faculty of Science (32 reports or 5%).

The busiest months for receiving reports of At Risk Behaviour were March 2017 (90 reports or 14%), April 2017 (88 reports or 13%) and October 2016 (71 reports or 11%). As the greatest number of reports were about undergraduate students, it is understandable that the busiest months for HIAR were at the end of Winter term when students were dealing with additional stressors and academic consequences.



SERVICES PROVIDED

More than one service is often provided to an Individual at Risk and/or the reporter, depending on the situation and the level of risk of the situation. Receiving a report for information purposes is the only report that requires no action by HIAR staff. Reports for information purposes dropped significantly again this year (105 reports in 2016-17 to 157 reports in 2015-16), which means that HIAR staff provided at least one service in all other reports (84%) received. In 2015-16, HIAR staff provided at least one service in 70% of the reports received.

Service Provided	Number of Reports		% of Reports	
	2015-16	2016-17	2015-16	2016-17
Information Purposes Only	157	105	30%	16%
Follow Up Required	174	301	33%	46%
Referral for Individual at Risk	154	256	29%	39%
Referred to HIAR Case Team	108	178	20%	27%
Contact Individual at Risk	76	131	14%	20%
Monitor Situation	41	43	8%	7%
Reporter/Victim Provided Referral	26	46	5%	7%
Coaching/Advice for Reporter	58	164	11%	25%
Formal Assessment of Risk	11	24	2%	4%
Discuss Safety Measures	15	33	3%	5%
Refer to or Attend Protocol Team	6	34	1%	5%

The most common services delivered were follow up (46%), providing referrals for the Individual at Risk (39%) and referring the case to the Helping Individuals at Risk Case Team (27%) for assessment and action planning; the same top three services that were provided in 2015-16. There was also a significant increase (14%) in the percentage of reports in which HIAR staff provided coaching

and advice. An overall increase in services provided was likely due to the complexity of the reports received, as well as the addition of another full-time temporary staff member which allowed HIAR to more thoroughly follow up with reports received.

PROGRAM ACTIVITIES

- Added a full-time temporary staff member (one year contract) to the HIAR Program in December 2016. The hiring of this position was critical to managing the 23% increase in reports to the program.
- Facilitated 14 presentations about the program (11 Community Helpers presentations, 1 Protective Services new recruits presentation, 1 English and Film Studies Graduate Students, and 1 Campus and Community Recreation Fitness Instructors)
- Participated in two Sexual Violence Policy subcommittees (Support and Restorative Initiatives), and the hiring committee for two Community Brokers for the ACCESS Open Minds research project which looks at improving current mental health supports and services for youth.
- With the Dean of Students Office, developed an Offender Protocol for when offenders disclose acts of sexual violence to university staff.
- Created an electronic file system on Google Drive that greatly improved efficiency, eliminated the need to print documents, and enhanced file sharing with the HIAR Case Team and the Protocol 91 Team.
- An online reporting tool was developed to allow for 24/7 reporting which should make it easier for students, Residence Services and others to report.

UPCOMING PRIORITIES

- The HIAR program was restructured to be part of the Disclosure, Assurance and Institutional Research (DAIR) portfolio, and as part of that reorganization, a review of HIAR processes will be conducted to ensure the program is operating as efficiently as possible.
- Staff resources for the intake function of the program remain an issue as reports continue to increase approximately 20% each year. The HIAR program was able to acquire temporary funding last year for a full-time temporary position, and with the reorganization of the portfolio was able to extend that contract, and the 0.5 FTE position, to March 31, 2019.
- File retention guidelines were removed from HIAR policy and need to be re-established based on best practice and recommendations from the Records Management Office.