



Monday, October 22, 2018
Council Chamber, 2-100 University Hall (UNH)
2:00 PM - 4:00 PM

OPENING SESSION

- | | | |
|----|---|---|
| 1. | Approval of the Agenda | Lesley Cormack |
| 2. | Approval of the Minutes of September 24, 2018 | Lesley Cormack |
| 3. | Report from the Chair
- 3 minute thesis presentations

- Cannabis update

- United Way Launch
- Board/GFC/Senate Summit | Lesley Cormack
Heidi Cossey
Nuanyi Liang
Andrew Leitch
Kevin Friese
Lesley Cormack |

ACTION ITEMS

- | | | |
|----|---|----------------|
| 4. | New Members of GFC

<i>Motion: To Receive New Members</i> | Lesley Cormack |
|----|---|----------------|

EARLY CONSULTATION

- | | | |
|----|--|----------------------------------|
| 5. | GFC University Teaching Awards Committee (UTAC) - draft Terms of Reference | Pierre Lemelin |
| 6. | Workplace Impairment Policy | Gerry McCune
Marjorie Cayford |

DISCUSSION ITEMS

- | | | |
|----|--|----------------|
| 7. | Senate ad hoc Committee on Honorary Degrees (no documents) | Greta Cummings |
| 8. | Question Period | Lesley Cormack |

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.]

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| 9. | Report of the GFC Executive Committee | |
| 10. | Report of the GFC Academic Planning Committee | |

11. Report of the GFC Academic Standards Committee
12. GFC Nominations and Elections
 - A. Seeking Applications to [Fill Committee Vacancies](#)
13. Report of the Board of Governors
14. Information Items
 - A. Waiver of Advertising Requirements
 - B. 2019-2020 Academic Schedule
15. Information Forwarded to GFC Members Between Meetings

CLOSING SESSION

16. Next meeting of GFC: November 26, 2018

Presenter(s):

Lesley Cormack	Acting Chair, General Faculties Council, and Dean, Faculty of Arts
Heidi Cossey	Graduate Student, Civil and Environmental Engineering
Nuanyi Liang	Graduate Student, Agricultural, Food and Nutritional Sciences
Andrew Leitch	Director, ERM Programs
Kevin Friese	Assistant Dean, Health and Wellness
Pierre Lemelin	Chair, GFC University Teaching Awards Committee (UTAC)
Gerry McCune	Co-chair, Workplace Impairment Policy Working Group
Marjorie Cayford	Co-chair, Workplace Impairment Policy Working Group
Greta Cummings	Dean, Faculty of Nursing, and University of Alberta Senator

Documentation was before members unless otherwise noted.

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



Meeting of October 22, 2018

ITEM 4 - New Members of GFC

MOTION I: TO RECEIVE [*This motion may be proposed by any member of GFC*]:

The following *ex officio* member, to serve on GFC for a term effective November 1, 2018 and extending to June 30, 2019:

Kelly Spencer Interim Vice-President (Advancement)

The following *ex officio* member, to serve on GFC for a term effective October 15, 2018 and extending to June 30, 2019:

Melissa Padfield Interim Vice-Provost and University Registrar

The following *ex officio* member, to serve on GFC for a term effective October 1, 2018 and extending to June 30, 2019:

Frank Marsiglio Interim Dean, Faculty of Science

**Governance Executive Summary
Advice, Discussion, Information Item**

Agenda Title: **GFC University Teaching Awards Committee (UTAC) Terms of Reference**

Item

Proposed by	GFC University Teaching Awards Committee
Presenter	Pierre Lemelin, Chair, GFC University Teaching Awards Committee

Details

Responsibility	General Faculties Council
The Purpose of the Proposal is (please be specific)	The proposal is before the committee to add to the GFC agenda for early consultation.
Executive Summary (outline the specific item– and remember your audience)	<p>In April 2017, General Faculties Council endorsed the report of the <i>ad hoc</i> Committee on Academic Governance including Delegated Authority and approved the following principles documents to guide the implementation of the committee’s recommendations, the revisions to standing committees and terms of reference, and to serve as a basis for future efforts to evaluate and improve academic governance at the University of Alberta.</p> <ul style="list-style-type: none"> • Principles for Delegation of Authority • Principles of Standing Committee Composition • Roles and Responsibilities of Members • Meeting Procedural Rules for GFC and its standing committees <p>Specific to UTAC, the report noted that the mandate and delegated authority of UTAC were well defined and recommended no major changes.</p> <p>UTAC reviewed the terms of reference and had extensive discussion about the composition of the committee with respect to its mandate and the GFC Principles of Standing Committee Composition. At this time, UTAC is providing a document to GFC for early consultation to solicit feedback prior to bringing the final terms of reference forward for approval.</p> <p>The draft terms of reference remove committee procedures from the terms of reference to be incorporated into the UTAC adjudication guidelines to be reviewed and endorsed annually by the committee.</p> <p>The draft terms of reference also make some changes to committee composition as follows:</p> <ol style="list-style-type: none"> 1. Increasing the academic staff representation by one member to 5, with at least 2 members from GFC and no more than one from any Faculty. This will ensure the diversity of disciplines participating with the committee. 2. The committee will elect a Chair and a Vice-Chair, at least one of whom is a member of GFC 3. The sessional academic staff criteria be generalized to allow a

Item No. 5

	<p>broader pool of potential committee members from that category</p> <ol style="list-style-type: none"> 4. Increasing the elected undergraduate student representation from 2 to 3 (no change was proposed to the number of graduate students), with at least one of the undergraduate students <u>or</u> the elected graduate student being a member of GFC. 5. Changing the Alumni representation from “nominated by” to “appointed by” the Alumni Association to align with current practice. <p>The members suggest that the work of this committee benefits more by maintaining broad representation from faculty, student and the community (Alumni) than the potential membership limiting factor of requiring the majority be GFC members. Members point to #6 In the Principles for General Faculties Council Standing Committee Composition. “Standing Committees should be populated with a commitment to diversity and broad representation from across the university.” The committee’s mandate, oriented to awards, is different than the majority of GFC standing committees, which are more policy oriented.</p> <p>The feedback received from GFC will be incorporated into the final documents to be submitted to GFC for approval.</p>
Supplementary Notes and context	

Engagement and Routing (Include proposed plan)

Consultation and Stakeholder Participation	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • <i>ad hoc</i> Committee on Academic Governance Including Delegated Authority • University Teaching Awards Committee • General Faculties Council • GFC Executive Committee <p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Report of the <i>ad hoc</i> Committee on Academic Governance Including Delegated Authority (endorsed by GFC April 21, 2017) Appendix 6: List of Consultations • University Teaching Awards Committee • General Faculties Council • GFC Executive Committee • GFC Executive Committee Transition Committee – September 2018 <p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • University Teaching Awards Committee • General Faculties Council • Board of Governors has been provided with brief highlights of the work of the <i>ad hoc</i> Committee on Academic Governance Including Delegated Authority
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Strategic Alignment

<p>Alignment with <i>For the Public Good</i></p>	<p><i>For the Public Good</i> 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>Principles for General Faculties Council Delegation of Authority</p> <p>Principles for General Faculties Council Standing Committee Composition</p>
<p>Alignment with Institutional Risk Indicator</p>	
<p>Legislative Compliance and jurisdiction</p>	<p>Post-Secondary Learning Act GFC Executive Committee Terms of Reference GFC University Teaching Awards Terms of Reference</p>

Attachments (each to be numbered 1 - <>)

1. Attachment 1: proposed UTAC Terms of Reference
2. Attachment 2: Current UTAC Terms of Reference

Prepared by: University Governance



1. Mandate and Role of the Committee

The University Teaching Awards Committee (UTAC) is a standing committee of General Faculties Council (GFC) charged with adjudicating:

- the William Hardy Alexander Award for Excellence in Undergraduate Teaching
- the Rutherford Award for Excellence in Undergraduate Teaching
- the Provost's Award for Early Achievement of Excellence in Undergraduate Teaching
- the Teaching Unit Award
- the Award for Excellence in Graduate Teaching

2. Areas of Responsibility

- a. Adjudicate GFC's annual teaching awards
- b. Review and recommend changes to the UAPPOL Awards for Teaching Excellence Policy and its procedures for these awards

3. Composition

Voting Members (12)

Elected by GFC (10)

- 5 academic staff (A1.1, A1.5, A1.6, A1.7), with no more than one from any Faculty. At least two of the academic staff members should be members of GFC. The committee will elect a Chair and a Vice-Chair, at least one of whom is a member of GFC.
- 1 Academic Teaching Staff (ATS)
- 3 undergraduate students and 1 graduate student, at least one of whom is a member of GFC

Appointed (2)

- 2 alumni, appointed by the Alumni Association

Non-Voting Members

- University Secretary
- GFC Secretary

4. Delegated Authority from General Faculties Council

Should be reviewed at least every three years and reported to GFC.

- 4.1 Determine winners of these awards according to approved UAPPOL policies and procedures.

5. Responsibilities Additional to Delegated Authority

5.1 Review and approve, on an annual basis, the GFC UTAC Adjudication Guidelines that speak to conflicts of interest and adjudication procedures.

5.2 Review UAPPOL Awards for Teaching Excellence Policy and its procedures and recommend changes to GFC or the Provost and Vice President (Academic) for approval as appropriate.

6. Sub-delegations from University Teaching Awards Committee

Should be reviewed at least every three years and reported to GFC.

None.

7. Limitations to Authority

7.1 The committee will use criteria outlined in UAPPOL policies and procedures and conduct activities in accordance with UTAC adjudication guidelines.

8. Reporting to GFC

The Committee should regularly report to GFC with respect to its activities and decisions.

9. Definitions

Academic staff – as defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#) in UAPPOL

Sessional staff - as defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#) in UAPPOL

10. Links

UAPPOL

[Awards for Teaching Excellence Policy](#)

[Award for Excellence in Graduate Teaching Procedure](#)

[Provost's Award for Early Achievement of Excellence in Undergraduate Teaching Procedure](#)

[Rutherford Award for Excellence in Undergraduate Teaching Procedure](#)

[Teaching Unit Award Procedure](#)

[William Hardy Alexander Award for Excellence in Undergraduate Teaching Procedure](#)

[GFC UTAC Adjudication Guidelines](#)

Approved by General Faculties Council: [date]

GFC University Teaching Awards Committee Terms of Reference

1. Authority

The *Post-Secondary Learning Act* gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)) and over "academic awards" (section 26(1)(m)). GFC delegates certain of these powers to its University Teaching Awards Committee. GFC has thus established a University Teaching Awards Committee (GFC UTAC), as set out below.

The complete wording of the section(s) of the *Post-Secondary Learning Act*, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.

2. Composition of the Committee

Elected by GFC:

- Four members from Categories A1.1 and A1.6 and their counterparts in A1.5 and A1.7 (no more than one from any Faculty)
- One member from Category A2.3
- Two undergraduate students
- One graduate student

Nominated by the Alumni Association:

- Two Alumni

(GFC 29 JUN 1981) (GFC 28 NOV 1988)(EXEC 14 NOV 1994) (EXEC 01 MAY 2000) (EXEC 06 MAY 2002)

3. Mandate of the Committee

The University Teaching Awards Committee (UTAC) adjudicates the William Hardy Alexander Award for Excellence in Undergraduate Teaching, the Rutherford Awards for Excellence in Undergraduate Teaching, the Provost's Award for Early Achievement of Excellence in Undergraduate Teaching and the Teaching Unit Award (see the *Awards for Teaching Excellence Policy* and procedures as posted in UAPPOL). (EXEC 03 MAY 2004)

UTAC has responsibility for reviewing the awards policies and criteria for the Rutherford, William Hardy Alexander, Early Achievement, and Teaching Unit Awards, and for alerting the GFC Executive Committee of any problems with the policies governing these awards.

4. Committee Procedures

Information management of UTAC's proceedings must be clearly defined and able to stand up to close scrutiny. All information that forms the basis of a decision must be clearly understood and documented, along with the source of such information.

All UTAC members are expected to divest themselves of their particular concerns and act in the best interests of the University of Alberta in choosing award winners. Decisions are to be based on the

contents of the nomination files but may involve a consideration of additional information (see below), provided this is publicly available and shared with all members of UTAC. Offering anecdotal information (eg a testimonial) regarding individual candidates could unfairly influence the outcome of deliberations and is not permitted.

I Additional Information about Nominees

Members may bring forward to the meeting ONLY publicly available additional information provided that this information is shared with all other committee members.

Members may NOT bring forward additional anecdotal information.

In all cases, the Secretary to the Committee will note the full content and the source of the information for the record.

II Conflict of Interest

UTAC members should not participate in the nomination process within their Faculties. Such participation includes but is not limited to assistance in preparation of nomination packages, including and especially the preparation of letters of support.

Members should disclose to other members all perceived conflicts of interest. If a member feels he or she is unable to participate ethically in the adjudication process, the member should withdraw from the discussion. The Secretary will note for the record statements of conflicts of interest.

5. Additional Reporting Requirements

None.

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Approved November 26, 2007 (GFC)

Governance Executive Summary
Advice, Discussion, Information Item

Agenda Title: **Workplace Impairment Policy**

Item

Proposed by	Provost and Vice-President (Academic) and Vice-President Finance and Administration
Presenter	Co-chairs of the Workplace Impairment Policy Working Group: Marj Cayford, Senior Human Resource Partner Gerry McCune, Director, Organizational Development, Equity and Health

Details

Responsibility	Human Resource Services
The Purpose of the Proposal is (please be specific)	The proposal is before the committee for early consultation to share the purpose of the proposed policy and procedures, hear concerns and questions, and solicit insights.
Executive Summary <i>(outline the specific item– and remember your audience)</i>	<p>To provide a safe, healthy and productive work environment for all faculty, staff, postdoctoral fellows and students and to mitigate risks that the inappropriate use of alcohol, cannabis, medications, substances¹ and other causes of workplace impairment could have on staff, property, research and reputation, PEC-O approved the development of a Workplace Impairment Policy in March 2018. Human Resource Services (HRS) is leading a working group in the development of this policy framework, expected for completion later this year.</p> <p>The lack of a comprehensive Workplace Impairment Policy framework creates risks and liabilities that must be considered including:</p> <ul style="list-style-type: none"> ● impaired performance and/or productivity, workplace accidents and impaired decision-making which could affect an individual, co-workers, the public, equipment and infrastructure, finances and reputation; ● absenteeism, workers' compensation costs and disability health benefits costs; and ● legal liability and associated costs. <p>The new Workplace Impairment Policy will include:</p> <ul style="list-style-type: none"> ● expectations for attending work fit for duty and free from the influence of alcohol or drugs; ● restrictions and/or prohibition on the possession, distribution, or sale of illicit drugs or related paraphernalia; ● expectations for employees to use medications responsibly which includes assessing whether a medication may inhibit the ability to

¹ Substances of concern include: illicit drugs, medications (prescribed or over the counter), solvents, inhalants or any other substance that may change or adversely affect the way a person thinks, feels, acts, or otherwise has the potential to impair an individual's ability to perform their job safely and productively.

Item No. 6

	<p>perform work safely and productively with their physician and/or pharmacist;</p> <ul style="list-style-type: none"> • expectations for employees that need to work on call to restrict impairment when reporting to work; • restrictions on the consumption of impairment causing substances while at work; • Identification of safety sensitive positions and the process for impairment testing if necessary; • Identification of corrective actions appropriate for addressing workplace impairment; and • Identification of protections for individuals that are seeking treatment for addiction. <p><u>Questions for GFC</u></p> <ul style="list-style-type: none"> • Suggestions for how we emphasize that the intention is that the policy address all causes of impairment, not just cannabis. • What do you think will be the key concerns/interests of faculty members, staff, students?
Supplementary Notes and context	

Engagement and Routing (Include proposed plan)

Consultation and Stakeholder Participation	<ul style="list-style-type: none"> • Key stakeholders were consulted throughout the information gathering and policy development phases. • Stakeholders included: AASUA, NASA, Postdoctoral Fellows Association, Graduate Students Association, University Protective Services, Human Resource Services, Environmental Health & Safety, Dean of Students, Deans, Directors, Chairs and Managers/Supervisors from all faculties and departments on all campuses, in particular those where safety-sensitive work is prevalent. • Proposed routing through GFC Exec, GFC, BHRCC, BSHEC, BOG
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Strategic Alignment

Alignment with <i>For the Public Good</i>	Objective 19, Strategy iii - <i>“Endorse a strong culture of safety awareness, knowledge, planning, and practice...”</i>
Alignment with Institutional Risk Indicator	Reputation, infrastructure, education/research, human resources, safety/security
Legislative Compliance and jurisdiction	Occupational Health and Safety Act Cannabis Act

Attachments

1. Briefing Note (page(s) 1 - 2)

Date: October 22, 2018

Subject: Workplace Impairment Policy Development

Many aspects of our workplace require mental and physical alertness, accurate and quick reflexes along with sound judgment and decision making. Impairment to these abilities can introduce unnecessary workplace hazards and create health and safety risk that can easily lead to critical workplace incidents with severe consequences. The legalization of recreational cannabis on October 17, 2018 further elevates concerns related to workplace impairment.

To provide a safe, healthy and productive work environment for all faculty, staff, postdoctoral fellows and students and to mitigate risks that the inappropriate use of alcohol, cannabis, medications, substances¹ and other workplace impairments could have on staff, property, research and reputation, PEC-O approved the development of a Workplace Impairment Policy in March 2018. Human Resource Services (HRS) is leading a working group in the development of this policy framework, expected for completion later this year.

The lack of a comprehensive Workplace Impairment Policy framework creates risks and liabilities that must be considered including:

- impaired performance and/or productivity, workplace accidents and impaired decision-making which could affect an individual, co-workers, the public, equipment and infrastructure, finances and reputation;
- absenteeism, workers' compensation costs and disability health benefits costs; and
- legal liability and associated costs.

The new Workplace Impairment Policy will include:

- expectations for attending work fit for duty and free from the negative effects of alcohol and other drugs, the misuse of and/or failure to take medications as prescribed, excessive stress, and/or extreme fatigue;
- set out all standards and expectations around alcohol and drug use in the workplace, and the procedures that will be followed to investigate possible violations of these standards;
- reinforce the University's commitment to ensure that faculty and staff with alcohol and/or drug dependency or other disabilities are provided with assistance and appropriate accommodation in employment in accordance with applicable policy and human rights legislation;
- guide the management of risks associated with impairment in the workplace

In consideration of the extensive consultation completed with internal and external stakeholders, a working group with membership in key areas across the University is currently completing the drafts of the policy framework for governance review during the November/December schedule. Governance review includes: GFC Exec (Nov 19), GFC (Nov 26), BHRCC (Nov 27), BSHEC (Nov 28), BOG (Dec 14). **The targeted implementation date for the new policy suite is March 2019.**

¹ *Substances of concern include: illicit drugs, medications (prescribed or over the counter), solvents, inhalants or any other substance that may change or adversely affect the way a person thinks, feels, acts, or otherwise has the potential to impair an individual's ability to perform their job safely and productively.*

Stakeholder Consultation:

- Key stakeholders were consulted throughout the information gathering and policy development phases.
- Stakeholders included: AASUA, NASA, Postdoctoral Fellows Association, Graduate Students Association, University Protective Services, Human Resource Services, Environmental Health & Safety, Dean of Students, Deans, Directors, Chairs and Managers/Supervisors from all faculties and departments on all campuses, in particular those where safety-sensitive work is prevalent.
- Stakeholders will have opportunity to provide feedback on the final draft policy and procedures following legal review.

Contacts:

Wayne Patterson; Vice-Provost and Associate Vice President (Human Resources)
wayne.patterson@ualberta.ca 780-492-6109

Gerry McCune; Director, Organizational Development, Equity and Health
gmcune@ualberta.ca 780-492-5399

Marj Cayford; Senior Human Resources Partner
marj.cayford@ualberta.ca 780-248 1183

General Faculties Council Standing Committee Report**GFC Executive Committee**

1. Since the last GFC meeting, the Executive Committee met on October 15, 2018.

2. Items Approved Under Delegated Authority
 - Changes to Composition of Faculty Council, Alberta School of Business
 - Parchment for a new Joint Doctoral Program with Technical University of Munich (Germany)("TUM") and the Faculty of Science
 - 2019-2020 Academic Schedule
 - Agenda for the October 22, 2018, meeting of General Faculties Council

3. Items Discussed
 - Senate ad hoc Committee on Honorary Degrees
 - Board of Governors / GFC Summit
 - Waiver of Advertising Requirements Report to General Faculties Council
 - GFC University Teaching Committee - draft Terms of Reference
 - Workplace Impairment Policy

Terms of reference and records of meetings for this committee can be found at:
https://www.ualberta.ca/governance/member-zone/gfc-standing-committees#GFC_EXEC

Submitted by:
David Turpin, Chair
GFC Executive Committee

General Faculties Council Standing Committee Report

GFC Academic Planning Committee

1. Since last reporting to GFC, the Academic Planning Committee met on September 26, and October 10 2018.

2. Items Approved with Delegated Authority from GFC

September 26, 2018 – no items approved

October 10, 2018

- Proposal for a Dual Doctoral Degree Graduate Program, University of Alberta (Faculty of Graduate Studies and Research and Faculty of Engineering) and Universidad Técnica Federico Santa María, Chile (“UTFSM”)
- Proposal for a Joint Doctoral Degree Graduate Program, University of Alberta (Faculty of Graduate Studies and Research and Faculty of Science) and Technical University of Munich, Germany (“TUM”)
- Proposal from the Faculty of Graduate Studies and Research for Program Changes to Graduate Programs in the Department of Secondary Education, Faculty of Education
- Proposal from the Faculty of Graduate Studies and Research for Program Changes to the MSc programs in Medical Sciences - Dental Hygiene, Dentistry, Oral Biology, Oral Medicine, Orthodontics, Periodontology, and PhD programs in Medical Sciences - Dentistry, Oral Biology, Orthodontics, Periodontology, in the Faculty of Medicine and Dentistry
- Proposal from the Faculty of Graduate Studies and Research for Program Changes to the Master of Science in Medical Sciences – Medical Genetics and the PhD in Medical Sciences – Medical Genetics, Faculty of Medicine and Dentistry
- Proposed Sound Studies Institute in the Faculty of Arts
- Proposal from Faculty of Science to Change the Name of the Urban and Regional Planning Program to the School of Urban and Regional Planning

3. Items Discussed

- UniForum Benchmarking Initiative
- Update on the Budget

4. Received for Information

- Report from the Dean, Faculty of Graduate Studies and Research, on the Name Change of the second level specialization for the MEd and PhD programs in the Department of Educational Psychology from Measurement, Evaluation and Cognition to Measurement, Evaluation and Data Science

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

https://www.ualberta.ca/governance/member-zone/gfc-standing-committees#GFC_APC

Submitted by:
Steven Dew, Chair
GFC Academic Planning Committee

General Faculties Council Standing Committee Report

GFC Academic Standards Committee

1. Since last reporting to GFC, the Academic Standards Committee met on September 20, and October 18 2018. The committee will report on the October 18 meeting at the November meeting of GFC.
2. Items Approved with Delegated Authority from GFC

September 20, 2018

- Transfer Credit Approvals and Denials for September 2018, Office of the Registrar
- Dental Hygiene Calendar Deletions - Suspended Diploma Program, Faculty of Medicine and Dentistry
- BSc Radiation Therapy Admission Requirements, Faculty of Medicine and Dentistry
- Proposed changes to existing Entrance Requirements, Application Deadlines and Academic Standing Regulations for the MEng, MSc and PhD programs in Chemical and Materials Engineering, Faculty of Engineering and the Faculty of Graduate Studies
- Proposed changes to existing Entrance Requirements and Application Deadlines for the MA and PhD programs in Native Studies, Faculty of Native Studies and the Faculty of Graduate Studies
- Proposed changes to existing Entrance Requirements and Academic Standing Regulations for the MSc and PhD programs and Residence Requirements for the MSc program in Medical Sciences - Medical Genetics, Faculty of Medicine and Dentistry and the Faculty of Graduate Studies
- Proposed changes to existing Entrance Requirements and Application Deadlines for the MSc and PhD programs in Medical Sciences - Dentistry, Faculty of Medicine and Dentistry and the Faculty of Graduate Studies
- Proposed changes to existing Entrance Requirements, Application Deadlines and Academic Standing Regulations for the MSc and PhD programs in Neuroscience, Faculty of Medicine and Dentistry and the Faculty of Graduate Studies
- Proposed changes to existing Entrance Requirements, Application Deadlines and Academic Standing Regulations for the MSc and PhD programs in Medicine, Faculty of Medicine and Dentistry and the Faculty of Graduate Studies
- Proposed changes to existing Entrance Requirements, Application Deadlines and Academic Standing Regulations for the MSc and PhD programs in Cell Biology, Faculty of Medicine and Dentistry and the Faculty of Graduate Studies
- Proposed changes to existing Entrance Requirements, Application Deadlines and Academic Standing Regulations for the MSc and PhD programs in Biochemistry, Faculty of Medicine and Dentistry and the Faculty of Graduate Studies
- Proposed Changes to Existing Entrance Requirements and Application Deadlines for the MSc and PhD programs in Psychiatry, Faculty of Medicine and Dentistry and the Faculty of Graduate Studies
- Proposed changes to existing Entrance Requirements and Academic Standing Regulations for the MSc program in Physical Therapy, Faculty of Rehabilitation Medicine and the Faculty of Graduate Studies
- Proposed Changes to Existing Entrance Requirements and Academic Standing Regulations for the BSc Medical Laboratory Science and BSc Medical Laboratory Science Post-Professional Program, Faculty of Medicine and Dentistry
- Proposed changes to Admission Deadlines for the Bachelor of Arts, Bachelor of Science, Bachelor of Management, and Bachelor of Science/Bachelor of Education (Secondary) Combined Degrees programs in Augustana Faculty

October 18, 2018

Will be reported on the next GFC agenda

3. Items Discussed

- External Programs for Review and Programs in Progress on Campus

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

https://www.ualberta.ca/governance/member-zone/gfc-standing-committees#GFC_ASC

Submitted by:

Tammy Hopper

Chair, GFC Academic Standards Committee

I am pleased to report on the following highlights of the Board of Governors' Open Session meeting held on October 12, 2018:

COMMENTS FROM THE CHAIR

The Board Chair welcomed elder Francis Whiskeyjack, who provided some opening comments and then blessed the room with a smudging ceremony. The Board Chair informed members that this was the last meeting for David Cooper, the Board's Academic Staff Association Appointee, and Heather McCaw, Vice-President (Advancement), and thanked them for their service to the board. He updated members on recent and upcoming activities, including: the recent Board of Governors' Strategic Retreat; the Board's breakfast meeting with City Council; recent meetings with government officials, including a meeting of Alberta post-secondary institution Board Chairs with the Minister of Advanced Education; November convocation ceremonies; Alumni Weekend events; and the University of Alberta's United Way Campaign kick-off. At the request of the Board Chair, the Chancellor provided an update on the work of the Senate Ad Hoc Committee on Honorary Degrees.

REPORT OF THE PRESIDENT

The President provided a written report on his activities since June 15, 2018, including updates on the five strategic goals of *For the Public Good*: build; experience; excel; engage; and sustain. In addition to his written report, Dr Turpin provided verbal remarks on: the forthcoming opening of the Aga Khan Garden; the Board/GFC/Senate Joint Summit, scheduled for January 25, 2019; the recently announced Signature Areas of research and teaching: Precision Health, Energy Systems, and Research at the Intersections of Gender; continued federal government advocacy; and recent research achievements by members of the University community.

DISCUSSION ITEMS

The Board discussed:

- the list of 2018-19 key budget drivers, developed by Finance and Property Committee (BFPC) Chair Owen Tobert, BFPC Vice-Chair David Cooper and Vice-President (Finance and Administration) Gitta Kulczycki, which will be used to inform and update the Board on budget matters over the year; and
- the implementation of recommendations of the 2018 Board Working Group; including new names for the Board Audit and Risk Committee (formerly the Board Audit Committee) and the Board Reputation and Public Affairs Committee (formerly the Board University Relations Committee); the move to agenda planning meetings, rather than agenda review meetings, to address the Board's desire for more involvement during the evolution of issues; the review of processes related to Board oversight of institutional risks; the elevation of discussion to a strategic level at committee meetings; and the work of the Board Ad Hoc Group on Committee Mandates and Membership (BAGMM) to drive the implementation of committee-restructuring recommendations made by the Board Working Group.

BOARD OF GOVERNORS' MOTION SUMMARY

On the recommendation of the Board Finance and Property Committee, the Board of Governors approved:

- on terms and conditions acceptable to the Vice-President (Facilities and Operations), the disposition via long-term lease for a term of 25 years with the option of a 25 year renewal, of approximately 3.65 acres of land contained within the parcel legally described as L.S. 6 Sec. 18 Twp. 22 Rge. 14 W4M located in the county of Newell, Alberta within the University of Alberta's Mattheis Ranch; and application to the Minister of Infrastructure for the required approval of the Lieutenant Governor in Council for the granting of the disposition; and
- on terms and conditions acceptable to the Vice-President (Facilities and Operations), the disposition via long-term lease for a term of 25 years with the option of a 25 year renewal, of approximately 0.28 acres of land contained within a parcel legally described as Lot D, Plan 7722357 located in the County of Parkland within the University of Alberta Botanic Garden; and application to the Minister of Infrastructure for the required approval of the Lieutenant Governor in Council for the granting of the disposition.

On the recommendation of the Board Human Resources and Compensation Committee, the Board of Governors approved the appointment of Ms Gitta Kulczycki, Vice-President (Finance and Administration), to the Board of Trustees of the Universities Academic Pension Plan, pursuant to Sections 3.6 and 3.8 of the *Universities Academic Pension Plan Sponsorship and Trust Agreement*, for a four-year term, effective January 1, 2019.

On the recommendation of Board Chair Michael Phair, the Board of Governors approved adjustments to current Board Committee memberships to reflect recent Board membership changes.

On the recommendation of Board Chair Michael Phair, and the Board Ad Hoc Group on Committee Mandates and Membership, the Board of Governors approved the proposed Terms of Reference for a Board Governance Committee, with implementation of the mandate to take effect once the committee is operational.

Following discussion, the Board of Governors deferred a motion to approve the proposed *Principles for Board of Governors Standing Committee Composition* to guide future decisions regarding the composition of Board standing committees, with the understanding that BAGMM will reconsider the principles and bring them forward to a future board meeting.

INFORMATION REPORTS

- Report of the Audit Committee
 - 2018-19 Committee Workplan (with Terms of Reference)
 - Scope of Internal Audit Plan (Annual Plan)
 - Management's Quarterly Compliance Certificate
 - Management's Quarterly Information and Privacy Office Compliance Certificate
 - Report and Recommendations of the 2018 Board Working Group: Impact on the Board Audit and Risk Committee
 - Discussion Topic: Universities Academic Pension Plan
 - Institutional Risk Summary Update
 - Update on Risk-Based Internal Audit Plan
 - External Auditor's Audit Plan
- Report of the Finance and Property Committee
 - Residence / Teaching and Research Infrastructure Tour Update
 - Project Management Office - Quarterly Status Report
 - Functional Naming – Nîpisiy House
 - 2018-19 Committee Workplan (with Terms of Reference for information)
 - Development of 2018-19 Key Budget Drivers
- Report of the Human Resources and Compensation Committee
 - 2018-19 Committee Workplan (with Terms of Reference for information)
 - Presentation by and Discussion with President of Non-Academic Staff Association (NASA)
 - Presentation by and Discussion with President of Association of Academic Staff: University of Alberta (AASUA)
 - Trends in Benefits
 - Workplace Impairment Policy – Update
- Report of the Investment Committee
 - Portfolio Compliance – June 30, 2018
 - Board Investment Committee Composition – Annual Review
 - Canadian Association of University Business Officers (CAUBO) Endowment Survey – December 31, 2017
 - Staff Compliance with Terms of Reference and Conflict of Interest Policy
 - Board Investment Committee Terms of Reference – Annual Review
 - Unitized Endowment Pool (UEP) Spending Policy – Annual Review
 - University Funds Investment Policy & Endowment Objectives – Annual Review
 - Portfolio Performance – June 30, 2018
 - Unitized Endowment Pool (UEP) Strategy Progress Report

- Non-endowed Investment Pool (NEIP) Strategy Progress Report
- Report of the Learning and Discovery Committee
 - 2018-19 Committee Workplan (with Terms of Reference)
 - Alberta Credential Framework
 - Report and Recommendations of the 2018 Board Working Group: Impact on the Board Learning and Discovery Committee
 - Strategic Discussion Item: Draft International Strategy
 - Students' Union Executive Goals 2018-2019
 - Graduate Students' Association (GSA) Board Strategic Work Plan 2018-2019
 - Goals from the Postdoctoral Fellows Association
 - Report from the Provost and Vice-President (Academic)
 - Report from the Vice-President (Research)
- Report of the Reputation and Public Affairs Committee (*formerly the University Relations Committee*)
 - Strategic Discussion Item: Draft International Strategy
 - 2018-19 Committee Workplan (with Terms of Reference for Information)
 - Senate Update

The Board also received reports from the Chancellor, Alumni Association, Students' Union, Graduate Students' Association (including 2017-18 Financial Statements), Association of Academic Staff of the University of Alberta, Non-Academic Staff Association, General Faculties Council, and the Board Chair.

Prepared for: Katherine Binhammer
GFC Representative on the Board of Governors

By: Erin Plume
Assistant Board Secretary

Please note: official minutes from the open session of the October 12, 2018 Board of Governors' meeting will be posted on the University Governance website once approved by the Board at its December 14, 2018 meeting: www.governance.ualberta.ca/BoardofGovernors/Board/BoardMinutes.aspx.

OUTLINE OF ISSUE
Advice, Discussion, Information Item

Agenda Title: **Waiver of Advertising Requirements: Report to General Faculties Council**

Item

Proposed by	Steven Dew, Provost and Vice-President (Academic)
Presenter	Steven Dew, Provost and Vice-President (Academic)

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the item is (please be specific)	To provide GFC with summary information regarding the number of waiver of advertising for full-time academic staff vacancies as required through UAPPOL policy.
Timeline/Implementation Date	N/A
Supplementary Notes and context	Last report to GFC: October 16, 2017

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> <ul style="list-style-type: none"> • AASUA • Steven Dew, Provost and Vice-President (Academic)
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> • Steven Dew, Provost and Vice-President (Academic)
	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> • Steven Dew, Provost and Vice-President (Academic)

Alignment/Compliance

Alignment with Guiding Documents	<i>For the Public Good</i> GOAL: SUSTAIN 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. 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.
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	1. The <i>Post-Secondary Learning Act (PSLA)</i> governs the appointment, promotion and dismissal of academic staff: "A person shall not be appointed to, promoted to or dismissed from any position on the academic staff at a university except on the recommendation of the president made in accordance with procedures approved by the general faculties council." (Section 22(2) of the PSLA) 2. Academic Staff Posting and Advertising Procedure "Waivers and Exceptions to Posting 7. In exceptional circumstances, the posting requirements for continuing

Item No. 14A

	academic positions may be waived with the prior approval of the Provost and Vice-President (Academic). The Provost and Vice-President (Academic) will advise the AASUA of the decision and report all waivers to the General Faculties Council annually. Requests for waiver of posting should be submitted to Human Resource Consulting Services.”
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Attachments

1. Interdepartmental Correspondence to Meg Brolley from Steven Dew (page 1)

Prepared by: Susan Buchsdruecker, Faculty Relations Officer, sbuchs@ualberta.ca

Office of the Provost and Vice-President (Academic)
2-40 South Academic Building (SAB)
Edmonton, Alberta, Canada T6G 2G7

Tel: 780.492.3443
Fax: 780.492.1438
www.provost.ualberta.ca

Date: September 5, 2018

To: Meg Brolley
General Faculties Council Secretary and Manager of GFC Services

From: Steven Dew
Provost and Vice-President (Academic)

Re: Waiver of Posting Requirements: Report to GFC Executive Committee

Under the UAPPOL *Academic Staff Posting and Advertising Procedure*, in exceptional circumstances, the Provost and Vice-President (Academic) has the authority to waive the requirement that vacant continuing academic positions must be posted and advertised on the University of Alberta Careers website for a minimum of five business days. The Provost and Vice-President (Academic), is required to report all waivers to the General Faculties Council annually.

For the period July 1, 2017 to June 30, 2018, there were 16 waivers of posting and advertising for continuing academic positions. Of these 16 positions, 3 were Faculty, 2 were Faculty Service Officers, and 11 were Administrative Professional Officers.

The main factors that contributed to the number of positions waived were:

- 1) individual had held the position as a temporary academic and the position was moved to a continuing academic position;
- 2) restructuring within a unit;
- 3) individual had held a faculty position and moved to an FSO position;
- 4) individual had held a temporary position and it was reclassified to an FSO position; and
- 5) the position was established under the *Aboriginal Targeted Hiring Program* and the individual was assessed through an Advisory Selection Committee.

I would be pleased to answer any questions.



Steven Dew

SD/sb

c Michelle Strong, Director, Faculty and Staff Relations

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Governance Executive Summary
Information Item – Approved by GFC Executive Committee

Agenda Title: **2019-2020 Academic Schedule**

Motion: THAT the GFC Executive Committee approve, with delegated authority from General Faculties Council, the Academic Schedule for 2019-2020 as set forth in Attachment 4 and, in doing so, empower the Registrar to make any editorial changes as needed as long as the changes do not have the force of policy, to be effective upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Lisa Collins, Vice-Provost and University Registrar
Presenter(s)	Melissa Padfield, Acting Vice-Provost and University Registrar

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	To provide term and deadline dates for the 2019-2020 Academic Year.
Executive Summary <i>(outline the specific item– and remember your audience)</i>	<ul style="list-style-type: none"> This proposal provides term and deadline dates for the 2019-2020 Academic Year. The impact of the proposal is the establishment of deadline dates for the 2019-2020 Academic Year. The Academic Schedule will be published in the 2019-2020 <i>University Calendar</i>. (The dates of the Academic Schedule run from July 1, 2019 – June 30, 2020). <p>The changes included in the Academic Schedule are mainly updates to align the Academic Schedule with the Calendar year, and are based on the rules outlined in the Academic Schedule Policy and Procedure. There are 3 changes of note to Fall Reading week:</p> <ul style="list-style-type: none"> The Dental Hygiene program has requested to be incorporated into Fall Reading Week. Attachment three of the package includes a letter from the Dental Hygiene Students' Association and a letter from Dr. Sharon Compton (Associate Chair (Dental Hygiene) and Director) requesting their program's inclusion. Dental hygiene students' heavy course load is indicated as the primary reason for the program's proposed inclusion in Fall Term Reading Week. Augustana Faculty has requested to be included into Reading Week for the Fall 2019 term. Attachment six of the package includes a letter from Dr. Allen Berger (Dean and Executive Officer, Augustana Faculty) requesting to be included in Fall Reading Week. The letter cites the benefit to students that a full week off in November would provide as the driving factor for this request. Previously, Augustana scheduled a three day break earlier in the Fall Term for their students. With the introduction of the Augustana 3/11 initiative, the full week break in November will occur closer to the middle of their 11-week session. Their inclusion in Fall Term reading week is meant to be a trial for the Fall 2019 term and will be reassessed to determine its success for their students. The Faculty of Pharmacy has requested to be excluded from Fall

Item No. 14B

	Term Reading Week. In order to schedule the course hours required to meet accreditation, they have requested to continue classes during the Fall Reading Week period. Attachment seven of the package includes a letter from Dr. Dion Brocks (Associate Dean Undergraduate Student Affairs, Faculty of Pharmacy and Pharmaceutical Sciences) outlining this request.
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Toolkit section Student Participation Protocol >	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> Office of the Registrar
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> Office of the Provost Deans, Associate, and Assistant Deans of all faculties Students' Union Graduate Students' Association Office of the Registrar GFC Executive Members First draft review August 15 2018 Final version review September 14 2018 Survey of Dental Hygiene year 2 and 3 students Survey of Augustana students Consultation with Pharmacy students
	<u>Those who have been informed:</u> <ul style="list-style-type: none"> The Academic Schedule will be published in the 2019-2020 <i>University Calendar</i>. (The dates of the Academic Schedule run from July 1, 2019 – June 30, 2020).
Approval Route (Governance) (including meeting dates)	GFC Executive Committee October 15, 2018

Strategic Alignment

Alignment with <i>For the Public Good</i>	<p>The creation of the academic schedule is an annual process led by the Office of the Registrar and created collaboratively with many partners on campus. We continually strive to ensure that it is accurate and clear and can support student success. This work touches on many elements within For the Public Good, but most specifically fits under "Excel" and "Sustain".</p> <p>Excel: Excel as individuals, and together, sustain a culture that fosters and champions distinction and distinctiveness in teaching, learning, research, and service.</p> <p>Sustain: Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</p>
Alignment with Institutional Risk Indicator	Student Success
Legislative Compliance and	Post-Secondary Learning Act

jurisdiction	GFC Executive Committee Terms of Reference GFC Policy Manual Section 25 UAPPOL Academic Schedule Policy and Procedures
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Attachments:

1. Attachment 1 (page 1): 2019-2020 Coloured month calendar with important dates
2. Attachment 2 (page 1): 2019-2020 Academic Schedule Hours of Instruction Summary
3. Attachment 3 (pages 1 – 5): Major Dates and Deadlines from the 2019-2020 Academic Schedule
4. Attachment 4 (pages 1 – 7): Proposed Academic Schedule for 2019-2020
5. Attachment 5 (pages 1 – 3): Letters requesting Dental Hygiene's inclusion in Fall Reading Week
6. Attachment 6 (page 1): Letter requesting Augustana Faculty's inclusion in Fall Reading Week
7. Attachment 7 (page 1): Letter requesting the Faculty of Pharmacy's exemption from Fall Reading Week

Prepared by: Norma Rodenburg, Associate Registrar, norma.rodenburg@ualberta.ca

July 2019 - June 2020

July 2019						
S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

	term start/end dates
	exam dates
	stat holidays
	Fall/Winter break

2019 Spring-Summer dates and deadlines

IMPORTANT Not all classes follow the dates listed below; check www.registrarsoffice.ualberta.ca for Spring/Summer nonstandard deadline dates and detailed information.

Classes begin

Spring Term		May 6, 2019	Summer Term		July 8, 2019
	First half	May 6, 2019		First half	July 8, 2019
	Second half	May 27, 2019		Second half	July 29, 2019
Spring/Summer terms (13 week A/B, part classes)		refer to website for dates			

Registration Add/Delete (no academic record)

Spring Term		May 9, 2019	Summer Term		July 11, 2019
	First half	May 9, 2019		First half	July 11, 2019
	Second half	May 30, 2019		Second half	August 1, 2019
Spring/Summer terms (13 week A/B, part classes)		refer to website for dates			

Audit and Credit to Audit

Spring Term		May 6-9, 2019	Summer Term		July 8-11, 2019
Spring/Summer terms (13 week A/B, part classes)		May 6-9, 2019			

Fee Payment (see Note 1)

Spring Term		May 9, 2019	Summer Term		July 11, 2019
Spring/Summer terms (13 week A/B, part classes)		May 9, 2019			

Fee Refund – 50% (see Note 2)

Spring Term		May 21, 2019	Summer Term		July 22, 2019
	First half	May 13, 2019		First half	July 15, 2019
	Second half	June 3, 2019		Second half	August 6, 2019
Spring/Summer terms (13 week A/B, part classes)		refer to website for dates			

Withdrawal (Grade of W)					
Spring Term		June 5, 2019	Summer Term		August 6, 2019
	First half	May 21, 2019		First half	July 22, 2019
	Second half	June 7, 2019		Second half	August 8, 2019
Spring/Summer terms (13 week A/B, part classes)		refer to website for dates			
Classes end					
Spring Term		June 12, 2019	Summer Term		August 14, 2019
	First half	May 24, 2019		First half	July 26, 2019
	Second half	June 12, 2019		Second half	August 14, 2019
Spring/Summer terms (13 week A/B, part classes)		refer to website for dates			
Examinations					
Spring Term		June 13-14, 2019	Summer Term		August 15-16, 2019
Reappraisal requests and Reexaminations applications – refer to “Academic Regulations; Examinations (Exams)” in the University Calendar for procedures and application deadline dates.					

Notes:

1. Students who have not paid their fees in full by this date, or made satisfactory alternate arrangements, will be assessed late payment penalty charges. To avoid installment charges, all Fall/Winter fees must be paid by the Fall Term Fee Payment Deadline and Spring/Summer fees must be paid by the Spring Term Fee Payment Deadline. Refer to “Deadline for Fee Payments” in the University Calendar for details.
2. Students withdrawing after this date will be assessed full fees.

Fall 2019-Winter 2020 dates and deadlines					
Application to Convocate					
	Undergraduate	Graduate		Undergraduate	Graduate
Fall Term	September 1, 2019	September 28, 2019	Winter term	February 1, 2020	April 1, 2020
Classes begin					
Fall Term		September 3, 2019	Winter Term		January 6, 2020
	First half	September 3, 2019		First half	January 6, 2020
	Second half	October 21, 2019		Second half	March 2, 2020
Fall/Winter Terms (A/B part classes)		September 3, 2019			
<i>Classes begin date exceptions – additional class begin date exceptions may apply, students must contact their Faculty.</i>					
Augustana					
Fall Term	3 week classes	August 29, 2019	Winter Term	3 week classes	January 6, 2020
	11 week classes	September 23, 2019		11 week classes	January 27, 2020
Law					
Fall Term		September 4, 2019			
Registration Add/Delete (no academic record)					
Fall Term		September 16, 2019	Winter Term		January 17, 2020
	First half	September 16, 2019		First half	January 17, 2020
	Second half	November 1, 2019		Second half	March 13, 2020
Fall/Winter Terms (A/B part classes)		September 16, 2019			
Audit and Credit to Audit					
Fall Term	September 17-23, 2019		Winter Term	January 20-24, 2020	
Fall/Winter Terms (A/B part classes)		September 17-23, 2019			
Fee Payment (see Note 1)					
Fall Term		September 30, 2019	Winter Term		January 31, 2020
Fall/Winter Terms (A/B part classes)		September 30, 2019			

Fee Refund – 50% (see Note 2)					
Fall Term		October 3, 2019	Winter Term		February 5, 2020
	First half	September 26, 2019		First half	January 24, 2020
	Second half	November 22, 2019		Second half	March 20, 2020
Fall/Winter Terms (A/B part classes)		See Note 3			
Withdrawal (Grade of W)					
Fall Term		November 29, 2019	Winter Term		April 1, 2020
	First half	October 8, 2019		First half	February 7, 2020
	Second half	November 29, 2019		Second half	April 1, 2020
Fall/Winter Terms (A/B part classes)		January 17, 2020			
Classes end					
Fall Term		December 6, 2019	Winter Term		April 8, 2020
	First half	October 11, 2019		First half	February 14, 2020
	Second half	December 6, 2019		Second half	April 8, 2020
Fall/Winter Terms (A/B part classes)		April 8, 2020			
<i>Classes end date exceptions – additional class end date exceptions may apply, students must contact their Faculty.</i>					
Augustana					
Fall Term	3 week classes	September 17, 2019	Winter Term	3 week classes	January 22, 2020
	11 week classes	December 11, 2019		11 week classes	April 20, 2020
Law					
Fall Term		December 3, 2019			
Examinations					
Refer to the Academic Schedule for Fall and Winter final examination dates					
Reappraisal requests and Reexaminations applications – refer to “Academic Regulations; Examinations (Exams)” in the University Calendar for procedures and application deadline dates.					

Notes:

1. Students who have not paid their fees in full by this date, or made satisfactory alternate arrangements, will be assessed late payment penalty charges. To avoid installment charges, all Fall/Winter fees must be paid by the Fall Term Fee Payment Deadline and Spring/Summer fees must be paid by the Spring Term Fee Payment Deadline. Refer to “Deadline for Fee Payments” in the University Calendar for details.

2. Students withdrawing after this date will be assessed full fees.

3. If you withdraw from a two-term (A/B part) course from October 4, 2019 to January 17, 2020, you will be assessed full fees for Fall Term. If your Faculty determines that you may have special permission to withdraw from January 20 to February 5, 2020, you will be assessed Fall Term fees and 50% of Winter Term fees. After February 5, 2020, you will be assessed full fees for both terms.

2019-2020 Academic Schedule

Deadline dates in the schedule are marked with a ■ symbol.

July 2019	
1	One hundred and thirteenth University year begins.
1	Canada Day; University buildings closed.
4	Students in Phase II of the BSc in Medical Laboratory Science program begin year of practical training.
8	Summer Term classes begin.
8-11	Auditor registrations for Summer Term courses will be accepted only on these days.
11	<ul style="list-style-type: none"> ■ Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Services Centre.
11	<ul style="list-style-type: none"> ■ Summer Term Registration Deadline. Last day to add or drop six-week courses and courses offered in the first three weeks of Summer Term (Bear Tracks web registration available until midnight). Students wishing to add or drop three-week courses offered during the last three weeks of the term should seek assistance at department offices.
11	<ul style="list-style-type: none"> ■ Payment Deadline: Last day for payment of Summer Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.
12	Summer program ends for students in years one, two and three of the DDS program.
15	<ul style="list-style-type: none"> ■ Summer Term Refund Deadline for three-week courses: Students withdrawing from courses taught in the first three weeks of Summer Term will be assessed full fees after this date.
22	<ul style="list-style-type: none"> ■ Summer Term Refund Deadline for six-week courses: Students withdrawing from courses taught for six weeks will be assessed full fees after this date.
22	<ul style="list-style-type: none"> ■ Last day for withdrawal from courses taught in the first three weeks of Summer Term.
26	Last day of classes taught in the first three weeks of Summer Term.
29	Classes begin for courses taught in the last three weeks of Summer Term.
31	<ul style="list-style-type: none"> ■ Deadline to write a special deferred examination for students who have missed a deferred examination for cause. Please refer to University Calendar; University Regulations and Information for Students; Academic Regulations; Attendance; Absence from Final Exams section.
August 2019	
1	<ul style="list-style-type: none"> ■ Second half Summer Term Registration Deadline for three-week courses: Last day to add or drop courses offered in the last three weeks of Summer Term. Students can contact department for assistance.
5	Heritage Day; University buildings closed.
6	<ul style="list-style-type: none"> ■ Summer Term Refund Deadline for three-week courses: Students withdrawing from courses taught in the last three weeks of Summer Term will be assessed full fees after this date.
6	<ul style="list-style-type: none"> ■ Last day for withdrawal from six-week courses in Summer Term.
8	<ul style="list-style-type: none"> ■ Last day for withdrawal from courses taught in the last three-weeks of Summer Term.
12	Orientation and classes begin for years three and four of the MD program.
14	Summer Term classes end.
14-23	U of A International Undergraduate Academic Success program.

15-16	Final examinations for Summer Term classes, exceptions may apply.
19	Registration opens for Open Studies students in courses designated for delayed registration.
21-23	Orientation for International MBA students.
26	Orientation and classes begin for all: Dentistry program, Dental Hygiene program, years one and two of the MD program, year two of the Radiation Therapy program, and phase I Medical Laboratory Science students.
27-29	Orientation for International Students.
27 - September 1	Orientation for MBA students.
29	Augustana Faculty Fall Term 3-week classes begin.
29-30	Orientation for first year Pharmacy students.
30	Augustana Faculty Fall Term 3-week classes registration deadline; students withdrawing after this date through September 5 will be assessed 50% fees.
September 2019	
1	<ul style="list-style-type: none"> Last day for undergraduate students to apply through Bear Tracks for permission to graduate at Fall Convocation.
2	Orientation for new undergraduate students.
2	Labour Day; University buildings closed.
3	Fall Term and Fall/Winter two-term classes begin. Exceptions may apply; students must consult with their Faculty office.
3	Orientation for students in the Faculty of Law.
4	Fall Term classes begin for students in the Faculty of Law.
5	<ul style="list-style-type: none"> Augustana Faculty Fall Term 3-week classes Refund Deadline; students withdrawing after this date will be assessed full fees.
12	<ul style="list-style-type: none"> Augustana Faculty last day to withdraw from Fall Term 3-week classes.
16	<ul style="list-style-type: none"> Fall Term Registration Deadline. Last day to add or drop Fall Term and Fall/Winter two-term courses (Bear Tracks web registration system available until midnight): Students withdrawing after this date through October 3 will be assessed 50% fees for withdrawn courses. Exceptions may apply; students must consult with their Faculty office.
17	<ul style="list-style-type: none"> Last day of Fall Term 3-week classes for Augustana Faculty students.
17-23	Registration by undergraduate and graduate students to change to audit or change from 'credit' to 'audit' in Fall Term and Fall/Winter Term courses will be accepted only during this period.
20-22	Alumni weekend.
23	SU Health and Dental Plan Change of Coverage Deadline. Students wishing to opt-out of this service or change their coverage must do so through www.ihaveaplan.ca .
23	Augustana Faculty Fall Term 11-week and Fall/Winter two-term 11-week classes begin.
26	<ul style="list-style-type: none"> Fall Term Refund Deadline for six-week courses: Students withdrawing from courses offered in the first six weeks of Fall Term will be assessed full fees after this date.
27	<ul style="list-style-type: none"> Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Services Centre.
30	<ul style="list-style-type: none"> Last day for graduate students in thesis-based programs to submit theses to and be approved by the Faculty of Graduate Studies to ensure graduation at Fall Convocation.
30	<ul style="list-style-type: none"> Last day for Departments to submit Report of Completion of course-based masters,

	postgraduate diploma, or graduate certificate programs to the Faculty of Graduate Studies and Research to ensure graduation at Fall Convocation.
30	<ul style="list-style-type: none"> Last day for graduate students to apply through Bear Tracks to ensure graduation at Fall Convocation.
30	<ul style="list-style-type: none"> Payment Deadline: Last day for payment of Fall Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late penalty charges. To avoid instalment charges, all Fall/Winter fees must be paid by the Fall Term Fee Deadline.
October 2019	
2	<ul style="list-style-type: none"> Augustana Faculty Fall Term 11-week classes drop deadline; students withdrawing after this date through October 18 will be assessed 50% fees. Students must contact a Faculty advisor for assistance.
3	<ul style="list-style-type: none"> Fall Term Refund Deadline: Students withdrawing after this date will be assessed full fees. Exceptions may apply; students must consult with their Faculty office.
8	<ul style="list-style-type: none"> Last day for withdrawal from six-week courses offered in the first half of the Fall Term.
11	<ul style="list-style-type: none"> Last day of classes for six-week courses offered in the first half of Fall Term.
14	Thanksgiving Day; University buildings closed.
18	<ul style="list-style-type: none"> Augustana Faculty Fall Term 11-week classes refund deadline; students withdrawing after this date will be assessed full fees.
21	Classes begin for six-week courses offered in the second half of the Fall Term.
November 2019	
1	<ul style="list-style-type: none"> Last day to drop six-week courses offered in the second half of the Fall Term. Students can contact department for assistance.
11	Remembrance Day; University buildings closed.
12-15	Fall Term Reading week. Classes withdrawn for a full week, except for students in Faculty of Law; Faculty of Medicine and Dentistry (excluding the BSc Dental Hygiene program); Faculty of Pharmacy; Faculty of Rehabilitation Medicine; and students in Cooperative Education, Experiential Learning Placement, Clinical Placement and Work Placement terms.
19-20	Fall Convocation, Part I, Parts II and III
22	<ul style="list-style-type: none"> Fall Term Refund Deadline for six-week courses: After this date students withdrawing from courses offered in the last six weeks of Fall Term will be assessed full fees.
29	<ul style="list-style-type: none"> Last day for withdrawal from six-week courses offered in the second half of Fall Term.
29	<ul style="list-style-type: none"> Last day for withdrawal from Fall Term courses. Exceptions may apply; students must consult with their Faculty office.
December 2019	
3	Last day of Fall Term classes for students in the Faculty of Law.
4	<ul style="list-style-type: none"> Augustana Faculty last day to withdraw from Fall Term 11-week classes.
6	Last day of Fall Term classes. Exceptions may apply; students must consult with their Faculty office.
9-21	Fall Term examinations (including consolidated examinations). Exceptions may apply; students must consult with their Faculty office. Examinations other than consolidated examinations are held within the period December 11-20 (inclusive). University-organized extracurricular activities will normally not be allowed during this period.
11	Last day of Fall Term 11-week classes for Augustana Faculty students and years three and four BSc Dental Hygiene students.
11-19	Final exam period for students in the Faculty of Law.

13	Last day of Fall Term classes for students in the DDS program and students in years one and two of the MD program.
13-20	Final exam period for years three and four of the BSc Dental Hygiene program.
16-20	Final exam period for years three and four Dentistry students.
16-21	Augustana Faculty final examinations in Fall Term courses and mid-year examinations in two-term courses. Extracurricular activities sponsored by Augustana Faculty will normally not be allowed during this period.
20	Last day of Fall Term classes for students in years three and four of the MD program.
25-31	Christmas holiday period; University buildings closed.
January 2020	
1	New Year's Day; University buildings closed.
2	Winter Term classes begin for Dentistry programs and the BSc Dental Hygiene program.
3	Orientation for new International students.
6	Winter Term classes begin for the MD program.
6	Augustana Faculty Winter Term 3-week classes begin.
6	Winter Term classes begin. Exceptions may apply; students must consult with their Faculty office.
7	Augustana Faculty Winter Term 3-week classes' registration deadline; students withdrawing after this date through January 10 will be assessed 50% fees.
10	<ul style="list-style-type: none"> ▪ Augustana Faculty Winter Term 3-week classes refund deadline; students withdrawing after this date will be assessed full fees.
16	<ul style="list-style-type: none"> ▪ Augustana Faculty last day to withdraw from Winter Term 3-week classes.
17	<ul style="list-style-type: none"> ▪ Last day to withdraw from Fall/Winter two-term courses.
17	<ul style="list-style-type: none"> ▪ Winter Term Registration Deadline. Last day to add or drop Winter Term courses (Bear Tracks web registration system available until midnight): Students withdrawing after this date through February 5 will be assessed 50% fees for withdrawn courses. Exceptions may apply; students can consult with their Faculty office.
20-24	Registration by undergraduate and graduate students to change to audit or change from 'credit' to 'audit' in Fall Term and Fall/Winter Term courses will be accepted only during this period.
22	Last day of Winter Term 3-week classes for Augustana Faculty students.
24	Winter Term Refund Deadline for six-week courses: After this date students withdrawing from courses offered in the first six weeks of Winter Term will be assessed full fees.
27	Augustana Faculty Winter Term 11-week classes begin.
31	<ul style="list-style-type: none"> ▪ Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Service Centre.
31	<ul style="list-style-type: none"> ▪ Payment Deadline: Last day for payment of Winter Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.
February 2020	
1	<ul style="list-style-type: none"> ▪ Last day for undergraduate students to apply through Bear Tracks for permission to graduate at Spring Convocation.
1	<ul style="list-style-type: none"> ▪ Last day for application for reappraisal of final examinations for Fall Term courses.

1	<ul style="list-style-type: none"> Study abroad application deadline for certain University of Alberta International administered Exchange and Summer programs.
5	<ul style="list-style-type: none"> Augustana Faculty Winter Term 11-week classes drop deadline; students withdrawing after this date through February 21 will be assessed 50% fees. Students must contact a faculty advisor for assistance.
5	<ul style="list-style-type: none"> Last day to withdraw from Fall/Winter two-term 11-week classes for Augustana Faculty.
5	<ul style="list-style-type: none"> Winter Term Refund Deadline: Students withdrawing from courses after this date will be assessed full fees. Exceptions may apply; students must consult with their Faculty office.
7	<ul style="list-style-type: none"> Last day for withdrawal from six-week courses offered in the first half of Winter Term.
14	Registration system opens for Spring/Summer 2020.
14	Last day of classes for six-week courses offered in the first half of Winter Term.
17	Statutory Provincial holiday; University buildings closed.
18-21	Winter Term Reading Week. Classes withdrawn for a full week, except for students in Augustana Faculty, Nursing undergraduate focused practicum courses, Experiential Learning placement, years three and four of the MD program, year four Pharmacy, and students in the clinical component of the Radiation Therapy program. Exceptions may apply; students must consult with their Faculty office.
21	<ul style="list-style-type: none"> Augustana Faculty Winter Term 11-week classes refund deadline; students withdrawing after this date will be assessed full fees.
March 2020	
2	Classes begin for six-week courses offered in the second half of Winter Term.
2-6	Winter Term break for Augustana Faculty students.
4	12:00 to 1:00 pm Students' Union Election Forum in the Myer Horowitz Theatre (SUB). Classes withdrawn for this time period.
9	Study abroad application deadline for certain University of Alberta International administered Summer programs.
13	Last day to drop from six-week courses offered in the second half of Winter Term. Students can contact Department for assistance.
20	Winter Term Refund Deadline for six-week courses: After this date students withdrawing from courses offered in the last six weeks of Winter Term will be assessed full fees.
April 2020	
1	Last day for students in thesis-based programs to submit theses to and be approved by the Faculty of Graduate Studies and Research to ensure graduation at Spring Convocation.
1	Last day for departments to submit Report of Completion of course-based master's, postgraduate diploma or graduate certificate programs to the Faculty of Graduate Studies and Research to ensure graduation at Spring Convocation.
1	Last day for graduate students to apply through Bear Tracks to ensure graduation at Spring Convocation.
1	Comprehensive examination period begins for students in the fourth year of the MD program.
1	<ul style="list-style-type: none"> Last day for withdrawal from six-week courses offered in the second half of Winter Term.
1	<ul style="list-style-type: none"> Last day for withdrawal from Winter Term courses. Exceptions may apply; students must consult with their Faculty office.
8	Last day of Winter Term classes. Exceptions may apply; students must consult with their Faculty office.
9	Last day of classes for year two of the BSc Dental Hygiene program.
10	Good Friday; University buildings closed.

13	Easter Monday; University buildings closed.
14-25	Winter Term examinations (including consolidated examinations). Exceptions may apply; students must consult with their Faculty office. Examinations other than consolidated examinations are held within the period April 15-24 (inclusive). University-organized extracurricular activities will normally not be allowed during this period.
15	▪ Augustana Faculty last day to withdraw from Winter Term 11-week classes.
15	Last day of lectures/labs/clinics for years three and four of the BSc Dental Hygiene program.
16-24	Final exam period for students in the Faculty of Law.
17	Last day of classes and clinics for years three and four of the DDS program.
17-25	Winter Term examinations for years three and four of the BSc Dental Hygiene program.
20	Last day of Winter Term 11-week classes for Augustana Faculty students.
20-24	Fall/Winter Term final examination period for year three and four Dentistry.
24-30	Augustana Faculty final examinations period. Extracurricular activities sponsored by the Augustana Faculty will normally not be allowed during this period.
May 2020	
1	Last day of classes and examinations for students in year one of the MD program and students in years one and two of the DDS program.
3	Orientation for Master of Arts in Communications and Technology (MACT) students.
4	Spring Term classes begin.
4	MACT Spring Institute begins (three weeks).
4-7	Auditor registrations for Spring Term courses will be accepted only on these days.
7	▪ Payment Deadline: Last day for payment of Spring Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.
7	▪ Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.
7	▪ Spring Term Registration Deadline. Last day to add or drop six-week courses and courses offered in the first three weeks of the term: (Bear Tracks web registration available until midnight.) Students wishing to add or drop three-week courses offered during the last three weeks of the term should seek assistance at department offices.
9	Charter Day.
11	▪ Spring Term Refund Deadline for three-week courses: Students withdrawing from courses taught in the first three weeks of Spring Term will be assessed full fees after this date.
11	Summer program begins for students in years one, two and three of the DDS program.
18	Victoria Day; University buildings closed.
19	▪ Spring Term Refund Deadline for six-week courses: Students withdrawing after this date will be assessed full fees.
19	▪ Last day for withdrawal from courses taught in the first three weeks of Spring Term.
22	Last day of classes and examinations for students in the second year of the MD program.
22	Last day of classes in the MACT Spring Institute.
22	Last day for classes taught in the first three weeks of Spring Term.
25	Classes begin for courses taught in the last three weeks of Spring Term.

28	<ul style="list-style-type: none"> ▪ Spring Term Registration Deadline for three-week courses: Last day to add or drop courses taught in the last three weeks of Spring Term. Students can contact Department for assistance.
29	<ul style="list-style-type: none"> ▪ Last day of program for fourth year students in the MD program.
June 2020	
1	<ul style="list-style-type: none"> ▪ Spring Term Refund Deadline for three-week courses: Students withdrawing from courses taught in the last three weeks of Spring Term will be assessed full fees after this date.
3	<ul style="list-style-type: none"> ▪ Last day for withdrawal from six-week courses in Spring Term.
5	<ul style="list-style-type: none"> ▪ Last day for withdrawal from courses taught in the last three weeks of Spring Term.
7	Augustana Faculty convocation.
9-12	Spring Convocation, Parts I to VI.
10	Last day of Spring Term classes, exceptions may apply.
11-12	Final examinations for Spring Term classes, exceptions may apply.
15-18	Spring Convocation, Parts VII to XI.
30	One hundred and thirteenth University year ends.

Edmonton Clinic Health Academy
5th Floor - 11405 – 87 Avenue NW
Edmonton, Alberta, Canada T6G 1C9

September 13, 2018

To: Dr Steven Dew, Provost & VP Academic
Ms Lisa Collins, Vice-Provost & University Registrar

RE: Participation of the Dental Hygiene Program in Fall Term Reading Week

The Dental Hygiene program in the School of Dentistry, Faculty of Medicine and Dentistry would like to participate in the Fall Term Reading Week beginning 2019-20. Therefore, I am requesting the UAPPO1 Academic Schedule Procedure be amended to reflect this.

The Dental Hygiene program is an intense program of study as students balance the classroom and clinical sessions. Most days for the students are from 8 AM to 5:30 PM. The academic faculty in the Program strongly believe that the overall wellness of our students would be best supported with having the break in the Fall term.

We polled the year 2 and 3 students for their feedback on the Dental Hygiene program participating in the Fall Term Reading Week. Fifty-nine of 85 students responded (69%), and every response was in favour of approving the Fall Term Reading Week. Some comments from the students are outlined below:

- I'm so pleased that the Faculty of Dentistry has allowed DH to participate in the break. I am grateful for all those involved in making this change possible. I strongly encourage all demanding; fast pace programs look at including a fall break. Breaks allow for students to decompress/de-stress. It also allows the opportunity to catch up on reading/research/studying.
- I'm all for it! Without it last year it was a super draining and mentally exhausting semester to get through without any breaks.
- Yes, dental hygiene should participate because we come back to school a week earlier than everyone else in both the fall and winter term. We also have more courses than most people in other programs and thus spend more hours in class and clinic. If anyone deserves this break, it is the dental hygiene classes.
- I am 100% in favour of having the fall term break. This program is very busy so having this time to rest and recuperate before finals will be very beneficial.
- We MUST participate. We need it for our own mental health and wellness.
- 120% agree for participating in the fall break, gives the students time to take some self-care and visit family as well as rest if needed. I feel that the students will be able to work harder and be more motivated after the break. Mental and physical health are very important to the success of a dental hygiene student.
- YES! We have a very intensive schedule and a week off will give us much needed time to sleep and catch up on not only school work, but life. Its needed to add some work/life balance and last year around this time, I remember feeling like everything was piling up at once and by the time

that Christmas break came, I was completely burnt out. I think this break will help with preventing burn out! Thank you for making this possible.

We also reached out to the Dental Students' Association (DSA) and have attached their letter of support from the VP Dental Hygiene representative on the DSA.

If you require any further information or evidence to support the change, please let me know. Thank you for your consideration for this change.

Sincerely,

A handwritten signature in black ink, appearing to read "S Compton". The signature is fluid and cursive, with the first letter "S" being particularly large and stylized.

Dr Sharon Compton
Associate Chair (Dental Hygiene) and Director
Dental Hygiene Program
School of Dentistry
Faculty of Medicine & Dentistry

Cc: Andrea Patrick, Portfolio Initiatives Manager



5-470 Edmonton Clinic Health Academy
11405-87 ave Edmonton, AB,
T6G 1C9

dsa@ualberta.ca

September 5th, 2018

Dear Dr. Compton,

As a year 3 Dental Hygiene student and VP Dental Hygiene of the Dental Students' Association, I am writing this letter to indicate that we support the full one-week Fall term break on November 12th-16th for all years of the Dental Hygiene program.

Based from our experience in the previous year, we can attest that the months of September through November are packed with clinical competencies, process evaluations, midterm exams, and hours of technique practice outside of class. On top of our heavy course load and intensive clinical training, most of the students are involved in volunteer, extra-curricular activities. We take pride in the opportunities we are given by the Program to give back to the community. This includes volunteering on Saturdays at the student-run SHINE dental clinic, and the Dental Hygiene SMILE program which occurs throughout the year. Some of us are part-time employees as well.

The Dental Hygiene program is offered by a limited number of Canadian institutions. Majority of the students—myself included—have travelled from other cities and provinces to attend the program in Edmonton. To name a few, these are Calgary, Red Deer, Grand Prairie, Cold Lake, Invermere and Rocky Mountain House. Thus, we take advantage of the days off we have to visit friends and families back home. A full one-week break would best support student overall wellness.

From discussions with DH students who previously graduated, they too agree that this change will result in positive outcomes. We hope that this becomes implemented on the Academic Calendar.

Thank you for giving us your time. It is truly appreciated.

Sincerely,

A handwritten signature in black ink that reads "Christine Pasana". The signature is written in a cursive, flowing style.

Christine Pasana
Dental Hygiene YR3 student
DSA VP Dental Hygiene

Lisa Collins, Vice Provost and University Registrar
Melissa Padfield, Deputy Registrar
Office of the Registrar
11380 – 89 Ave NW
Edmonton, AB T6G 2M7

4901 – 46 Ave
Camrose, Alberta, Canada T4V 2R3
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Dear Lisa and Melissa,

You might be aware that, for the 2019-2020 academic year, Augustana Faculty is proposing to schedule its Fall Reading week at the same time as most of the University, during the standard 'Green and Gold' week of November 12-15, in spite of the fact that UAPPOL policy indicates that Augustana's Fall Reading break will likely vary from this practice. Augustana is not seeking to change its status in UAPPOL at this time; rather, the full-week Fall Reading Break is being explored as a possible option within the new Augustana Calendar schedule.

The implementation of a full-week Fall Reading break for 2019-2020 is a trial in the ongoing evolution of the Augustana Calendar initiative, which features a 3-week intensive class session followed by an 11-week session in both the Fall and Winter terms (hence, often abbreviated to '3/11'). The 2017-2018 academic year was the first year of the initiative, and in Winter 2018, a working group was struck to examine the impact of the new calendar. The working group surveyed faculty, staff, and students for feedback. The most resounding response from students was that the '3/11' schedule made for a very intense experience and that the inclusion of a full-week break in both Fall and Winter (3/11 initially scheduled a 3-day break in both terms) would be extremely beneficial. The anticipated benefits include an opportunity for stress relief and for students to keep up with demanding academic expectations. [The student survey, administered during the April final exam period, received 212 responses out of approximately 1000 students surveyed; 169 responders indicated that instituting a full-week Reading Break in both Fall and Winter was the 'most important' (125) or 'very important' (44) change that could be made in the new Augustana Calendar].

As a result, the working group recommended the inclusion of a full-week Fall and Winter Reading Break in Augustana's submission for the 2019-2020 schedule, and Augustana Faculty Council approved the recommendation at its Faculty Council Spring Workshop on May 8, 2018. Augustana's reluctance to initially participate in the full-week Fall Break rested in part on the concern that the November 'Green and Gold' week occurred too late in the term to meet student and faculty needs at Augustana, with the preference being to retain the shorter Augustana Fall Break, which was scheduled closer to the middle of the term. With the new 3/11 configuration, however, the November break now occurs fairly close to the middle of the 11-week session, so the shortened Augustana Fall Break was moved to this point in the schedule last year. The recommendation of moving to a full-week break now makes exploring the use of the already-existing U of A Fall Break an obvious choice.

Augustana continues to monitor how the Augustana Calendar is working and will continue to seek feedback, especially during the 2019-2020 year, to see if the addition of full-week Reading Breaks are meeting our expectations. If the change is deemed a success, Augustana will consider formalizing its inclusion in the 'standard' U of A Fall Break. At the moment, the goal is to find the right rhythm for students, staff, and faculty within the overall '3-11' academic schedule.

Please let me know if you have any questions or concerns.

Sincerely,



Allen H. Berger, Ph.D.
Dean and Executive Officer

cc: Jonathan Hawkins, Assistant Registrar, Augustana
Karsten Mundel, Associate Dean Academic
Andrea Patrick, Portfolio Initiatives Manager, Provost and VP Academic - Admin

GFC Executive Committee – For the meeting of October 15, 2018 2019-2020 Academic Schedule

Faculty of Pharmacy request to be excluded from Fall Term Reading Week:

Prepared by Dr. Dion Brocks, Associate Dean Undergraduate Student Affairs (Faculty of Pharmacy and Pharmaceutical Sciences)

The Faculty of Pharmacy and Pharmaceutical Sciences offers a professional undergraduate PharmD degree. This is the entry-to-practice degree to practice pharmacy offered in most provinces in Canada. We have just admitted our first class to the entry to practice PharmD program this summer. The degree program is an accredited program with an approved curriculum by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP). This approval includes the number of hours of instruction in the curriculum.

Our PharmD program has new courses that each fit into a 3 ucw (39 hours per course) designed curriculum. When the Fall Reading week was implemented in 2016 our Faculty's understanding was that it would not affect the total number of hours allocated to courses. This year it was realized that the number of hours allocated to courses in the Fall term by the Office of the Registrar was not 39 hours of instructional time for a 3 ucw course, but rather lower by up to 3 hours per course. Our accredited program requires that we maintain 39 hours per course. With 5 courses per term over 4 years this could mean a reduction in the total number of instructional hours of up to 45 hours.

One semester size does not fit all especially for professional programs and the current scheduling changes necessitated by the Fall reading week does not suit our mandated program needs and indeed places our professional accreditation at risk. Our consultation with our student body has overwhelmingly supported this initiative. Other health care professional faculties including Rehabilitation Medicine and Medicine/Dentistry have been recused from Fall reading week already. Like our other health care faculties, the Faculty of Pharmacy and Pharmaceutical Sciences is requesting that Fall Reading week be removed from the schedule for our PharmD program commencing the 2019-2020 academic year. This will allow us to offer our program as designed and approved by CCAPP.