

General Faculties Council
Approved Minutes

Monday, March 21, 2011
2-1, UHALL, Council Chamber
2:00 pm – 4:00 pm

ATTENDEES:

Ex Officio (27): President: Indira Samarasekera (Chair); Provost and Vice-President (Academic): Carl Amrhein; Vice-President (Research): Lorne Babiuk; Vice-President (Finance and Administration): Phyllis Clark; Vice-President (Facilities and Operations): Don Hickey; Vice-President (University Relations): Debra Pozega Osburn; Vice-Provost and University Registrar: Gerry Kendal; Acting Chief Librarian: Mary-Jo Romaniuk; Deans and Directors: John Kennelly, Tom Keating (delegate), Fern Snart, Katy Campbell, Fraser Brenneis (delegate), Anita Molzahn, James Kehrer, Kerry Mummery, Martin Ferguson-Pell, Marc Arnal, Gregory Taylor, Ernie Ingles, Mazi Shirvani

Students (3): Andrea Rawluk, Rory Tighe, James Eastham

Faculty--elected (54): J. Nelson Amaral, Chris DeGara, Konrad Fassbender, Fay Fletcher, Michael Frishkopf, Lise Gotell, Roger Graves, Roxanne Harde, Joanna Harrington, Steven Harris, Louise Jensen, Ingrid Johnston, Pierre Lemelin, Raimar Loebenberg, Todd Lowary, Andrew Luchak, Bob Luth, Pirkko Markula, Ron McElhaney, Sushanta Mitra, Linda Phillips, André Plourde, Jutta Preiksaitis, Christina Rinaldi, Rhonda Rosychuk, Duncan Saunders, Richard Schultz, Christopher Sturdy, Bruce Sutherland, Duane Szafron, Serra Tinnic, Alan Underhill, Deanna Williamson, Noreen Willows, Elaine Yacychyn

ATTENDEES (Appointed):

Graduate Students at-Large (14): Stephen Barry, Sarah Hamill, Kimberly Walsh, Jason Wong

Undergraduate Students (40): Natalie Cox, Airell DesLauriers, Adam Woods, Pierce Quaghebeur, Ngina Kaai, Danny Bachman, Peter Roland, Michael Ross, Claire Smith, Jocelyn Westwood, Raphael Lepage Fortin, Ashley Taunton, Andre Isaac, Andy Cheema, Dustin Chelen, Matthew Li, Michael Ron Martyna

Board of Governors Representatives (6): Roy Coulthard, Robert Campenot, Nick Dehod, Tanya Martelle

Non-Academic Staff, NASA (2): Pat Mash

APOs and/or FSOs (2): Tracy Hetman

University Library Academic Staff (3): Kathryn Arbuckle, Denise Koufogiannakis

Academic Staff Representing Sessional Staff (2): Kelly MacFarlane

President of AASUA (1): Don Heth

Vice-Provost and Dean of Students (1): Frank Robinson

GOVERNANCE STAFF:

Garry Bodnar, Secretary to General Faculties Council

Deborah Holloway, Scribe

Marion Haggarty-France, University Secretary

PRESENTERS AND GUESTS:

Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee

Lorne Babiuk, Vice-President (Research)

Susan Barker, Academic Coordinator, Office of Sustainability, and Chair, Department of Secondary Education

Bart Becker, Associate Vice-President (Facilities and Operations)

Garry Bodnar, Secretary to GFC and Coordinator, GFC Replenishment Committee
Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)
Chris Cheeseman, Vice-Provost and Associate Vice-President (Human Resource Services)
Phyllis Clark, Vice-President (Finance and Administration)
Nick Dehod, President, Students' Union
Don Hickey, Vice-President (Facilities and Operations)
Joyce Hiller, Senior Administrator, Human Resource Services
Trina Innes, Director, Office of Sustainability
Dru Marshall, Deputy Provost
Indira Samarasekera, President and Chair, General Faculties Council
Jay Spark, Director, Faculty Relations, Office of the Provost and Vice-President (Academic)
Duane Szafron, Chair, GFC Nominating Committee

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Amaral/Hetman

THAT the General Faculties Council approve the Agenda.

CARRIED

2. Approval of the Minutes of November 29, 2010

Materials before members are contained in the official meeting file.

Motion: Amrhein/Harrington

THAT the General Faculties Council approve the Minutes of November 29, 2010.

CARRIED

3. Comments from the Chair (no documents)

President Samarasekera provided comments of interest to GFC that included reference to the following: the status of University of Alberta students and staff located in Japan, New Zealand, Egypt and Libya; prestigious *3M National Teaching Fellowships* awarded to Dr. Scott North, Professor in the Faculty of Medicine and Dentistry, and Dr. Billy Strean, Professor in the Faculty of Physical Education and Recreation, recognizing exceptional achievements and contributions by teacher scholars across Canada; the significant achievement of Dr. Florence Myrick, Professor and Associate Dean (Teaching), recognized with an *Award for Excellence in Education* from the Canadian Association of Schools of Nursing (CASN); two Faculty of Arts alumni, Jane Ash Poitras, an internationally-renowned aboriginal artist, and Robert Kroetsch, a renowned poet, novelist, essayist, and teacher, are recipients of this year's *Lieutenant Governor of Alberta Distinguished Artist Awards*; a report on the Festival of Teaching; updates on the Federal and Provincial budgets; the reappointment of Dr Lorne Babiuk as Vice-President (Research); Dr André Plourde's appointment as Dean, Faculty of Public Affairs, Carleton University; and the resignations of Dean Mike Percy, Alberta School of Business, and Dean Ellen Bielawski, Faculty of Native Studies. The President acknowledged the 48 outgoing student representatives to GFC and thanked them for their

contributions.

At the invitation of the President, Students' Union President, Mr Dehod, provided a report on the recently-completed Fall Term Reading Week Plebiscite, noting that, of the approximately 4,500 responses, 55% were in favour of a Fall Term Reading Week.

ACTION ITEMS

4. New Members of GFC

Materials before members are contained in the official meeting file.

Presenter: Indira Samarasekera, President and Chair, General Faculties Council

Discussion:

The Secretary to GFC noted an additional appointment, requiring that Motion I be amended to add Sharon Farnel, representing the Libraries. He also noted that Dean Katy Campbell had returned to the University from a leave, therefore, Motion II would be amended to remove Lois Gander, Acting Dean, Faculty of Extension.

Motion I: Kennelly/Amrhein

<p>TO APPOINT/REAPPOINT [This motion may be proposed only by statutory members of GFC – VPS, Deans, statutory students or elected faculty members]:</p> <p>The following academic staff member to represent sessional staff, and appointed to GFC for a term beginning November 17, 2010 and ending June 30, 2011:</p> <p>Michael Snyder Faculty of Science</p> <p>The following academic staff member to represent library staff, and appointed to GFC for a term beginning April 1, 2011 and ending June 30, 2012:</p> <p>Sharon Farnel Libraries</p> <p style="text-align: right;">CARRIED</p>

Motion II: Snart/Amrhein

<p>TO RECEIVE [This motion may be proposed by any member of GFC]:</p> <p>The following <i>ex officio</i> member, to serve on GFC for a term beginning July 1, 2011 and extending for the duration of his Deanship:</p> <p>Allen Berger Dean, Augustana Faculty</p> <p style="text-align: right;">CARRIED</p>

5. Human Resource Policy Suite (in UAPPOL)

Materials before members are contained in the official meeting file.

Presenters: Chris Cheeseman, Vice-Provost and Associate Vice-President (Human Resource Services); Joyce Hiller, Senior Administrator, Human Resource Services; Jay Spark, Director, Faculty Relations, Office of the Provost and Vice-President (Academic)

Purpose of the Proposal: To consider and recommend on the proposed Human Resource Policy Suite and related documents. To rescind and replace GFC Policy Manual Sections 5 (Academic Staff, Academic Staff Agreements), 18 (Associate Faculty) and 48 (Employment Policies) with the newly-proposed human resource UAPPOL policies and procedures. The UAPPOL documents have been updated to reflect current institutional practice.

For the past several years, there has been an ongoing project to move GFC policy out of the GFC Policy Manual into the realm of UAPPOL policies and procedures. The proposed Policy Suite has maintained the overall intent of the existing GFC policies, is in accordance with all Collective Agreements, and has formalized and standardized current best practice related to hiring, selection, and appointment of staff.

There are a number of sections in the current GFC Policy Manual, GFC Bylaws/Standing Committee Terms of Reference, and other UAPPOL policies and procedures which refer to “categories of staff,” and these will need to be updated to refer to the new UAPPOL policies and procedures. This would entail, for example, reviewing GFC Standing Committees’ membership as many GFC committees base their membership on the definition of Staff Categories presently set out in GFC Policy Manual Section 5 (Academic Staff, Academic Staff Agreements). This review will be undertaken by University Governance in consultation with key institutional stakeholders and appropriate governance bodies.

Discussion:

The Provost and Vice-President (Academic), Carl Amrhein, presented the item, noting that the proposal represents both a conversion of legacy policies and revisions to earlier versions of human resource policies in UAPPOL. He reminded members that, while GFC has the authority to recommend to the Board of Governors on procedures related to the appointment of academic staff, it has no authority regarding the appointment of non-academic staff, therefore, the documents before members referred only to Categories of Academic Staff and Colleagues.

The Vice-Provost and Associate Vice-President (Human Resource Services), Chris Cheeseman, added that this series of important policies and procedures were being brought into line with legislation and best practices. He noted that this process began in 2009 and drew members’ attention to the extensive consultation undertaken in the University community.

Motion I: Szafron/Kendal

THAT General Faculties Council recommended the following to the Board of Governors, as submitted by the Associate Vice-President (Human Resources Services):

- (a) the proposed UAPPOL human resource policies and procedures, as set out in Attachment 1; and
- (b) the corresponding rescission or deletion of existing GFC Policy Manual Sections 5 (Academic Staff, Academic Staff Agreements), 18 (Associate Faculty) and 48 (Employment Policies), in part or in total, as set out in Attachment 2; and
- (c) the corresponding rescission of the following existing UAPPOL Policies and Procedures-- Employment Policy; Conditions and Benefits of Employment Policy; Advertising of Administrative Professional Officer Vacancies Procedure; Advertising of Faculty Vacancies Procedure; Advertising for Faculty Service Officer Vacancies Procedure; and Advertising for Librarian Vacancies

Procedure,
all to take effect on July 1, 2011.

CARRIED

Motion II: Szafron/Kendal

THAT General Faculties Council, on the recommendation of the GFC Executive Committee, approve the following:

For the purposes of replenishing the memberships of GFC, GFC Standing Committees, and bodies to which GFC elects members, University Governance will continue to deploy the Staff Categories currently set out in Section 5 of the GFC Policy Manual and noted in the relevant bylaws, terms of reference, and institutional policies and procedures until such time as these bylaws, terms, policies, and procedures have been revised to reflect the new Staff Categories set out in the relevant Staff Agreements and (proposed) Human Resources Policy suite.

CARRIED

6. Death of a Member of the University Community – University Response Policy

Materials before members are contained in the official meeting file.

Presenters: Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee; Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

Purpose of the Proposal: To update and newly articulate the University's approach to responding in the event of the death of a member of the University community and to provide procedures relating to the institutional response to the death of a student or a staff member.

Discussion:

The Provost presented the item, noting that the proposal would move into UAPPOL legacy policy from the GFC Policy Manual and the Manual of Administrative Policies, Procedures and Services (MAPPS). The University has the responsibility and duty to ensure an appropriate response to the death of a member of the University community, while being mindful of the privacy requirements in the Freedom of Information and Protection of Privacy (FIOPP) Act. He noted that the procedure related to the death of a staff member was prepared as a framework that would enable the University to manage the broad range of issues arising, while the procedure related to the death of a student is more specific.

Motion: Molzahn/Babiuk

THAT General Faculties Council recommend to the Board of Governors the proposed new Death of a Member of the University Community – University Response Policy and associated procedures, as submitted by the Office of the Provost and Vice-President (Academic) and as set forth in Attachment 1, and the corresponding rescission of GFC Policy Manual Section 108.14 (University Response to a Student Death) and MAPPS (Manual of Administrative Policies and Procedures) #01-030-005 (Death of a Member of the University Community), all to take effect upon final approval.

CARRIED

7. Academic Plan – Dare to Deliver 2011-2015

Materials before members are contained in the official meeting file.

Presenters: Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee; Lorne Babiuk, Vice-President (Research)

Purpose of the Proposal: To obtain final approval of the document before members which will then serve as the University of Alberta's Academic Plan from July 1, 2011 to June 30, 2015.

Discussion:

With the aid of a PowerPoint presentation, the Provost presented the item, describing the following: that the Academic Plan is the response to *Dare to Deliver* by the Vice-Presidents (Academic) and (Research); the phases of development of the Plan; the governance process; the Academic Plan Resource Documents; the members of the writing team and resource group; the context for and highlights of the Academic Plan; and near-term expected results including information technology initiatives, rebuilding the digital environment, the assessment and grading project, the academic process and policy review, and enhancements to student life.

Continuing the PowerPoint presentation, Vice-President (Research), Lorne Babiuk, outlined plans to expand undergraduate research opportunities and described current and emerging research initiatives.

During the ensuing discussion, the presenters addressed questions and comments expressed by members regarding the following matters: support for the efforts to increase undergraduate research opportunities, the progress in information technology, and the inclusion of childcare and housing in the Plan; and a request that when developing the core sets of competencies and skills, accessibility for all students be considered.

Motion: McElhanev/Ingles

THAT General Faculties Council approve the new University of Alberta Academic Plan, Dare to Deliver 2011-2015, as submitted by the Provost and Vice-President (Academic) and the Vice-President (Research) (and as set forth in Attachment 1), to take effect on July 1, 2011.

CARRIED

DISCUSSION ITEMS

8. Sustainability Initiatives at the University of Alberta (no documents)

Presenters: Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee; Dru Marshall, Deputy Provost; Bart Becker, Associate Vice-President (Facilities and Operations); Susan Barker, Academic Coordinator, Office of Sustainability, and Chair, Department of Secondary Education; Trina Innes, Director, Office of Sustainability

Purpose of the Proposal: For discussion/information.

Discussion:

Dr Marshall introduced the item, noting student demand for sustainability initiatives on their university campuses is increasing with 80% - 85% of students in North America identifying this as a factor to be considered when making their choice of university. While the University of Alberta's Facilities and Operations had a long history of energy and waste management initiatives, there was no coordinating operation for sustainability activities across the academy. In late 2007, the decision was taken to establish

the Office of Sustainability, and the Board of Governors approved its establishment in 2008. To achieve its mission, the Office of Sustainability is structured in three strands: Facilities, Operations and Services; Academic Teaching and Research; and Outreach and Engagement. The University of Alberta is a charter member of the *Sustainability Tracking, Assessment & Rating System* (STARS), a voluntary self-reporting framework for recognizing and gauging relative progress towards sustainability and has been named one of Canada's Greenest Employers three times.

Mr Becker described Facilities, Operations and Services initiatives, noting that the institutional recycling program began in 1975; composting at Lister Centre was initiated in 2007. He also highlighted the following initiatives: transportation programs including the Universal Transit Pass (U-Pass) and 'Connect by Hertz', a car-sharing program; the Energy Management Program; many of our buildings now meet Leadership in Energy and Environmental Design (LEED) standards; the Turf Management Project at the Corbett Hall field; and the Sustainable Food evaluation program.

Dr Barker noted that student engagement in the integration of sustainability into their learning and research is increasing. Describing the Academic, Teaching and Research initiatives, she noted that Office of Sustainability's Academic Advisory Committee developed the working definition of sustainability at the University of Alberta and prepared *Integrating Sustainability into the Academic Experience*, a resource document for the new Academic Plan, Dare to Deliver: 2011-2015. Short-term goals include the development of an embedded undergraduate interdisciplinary certificate in Sustainability and the mounting of three workshops in conjunction with the Centre for Teaching and Learning focused on developing the certificate.

Ms Innes reported that Outreach and Engagement activities include the following: leadership planning and reporting; tools and resources; raising awareness; capacity building; and communication.

During the ensuing discussion, the presenters addressed questions and comments expressed by members regarding the following matters: interest in the outcome of *Deliberation on Campus Sustainability (DoCS)*, a collaborative project that will integrate students, staff and faculty input into the University of Alberta's sustainability strategy through a series of conversations or dialogues by diverse members of the campus community, focused on collectively learning how to create a more sustainable campus; a recommendation from the SU President that Sustainability take a prominent role in future planning documents such as the Comprehensive Institutional Plan (CIP); whether a University of Alberta standard could be developed to replace the LEED standard, which is an expensive process; and a suggestion to communicate each sustainability goal and target of any infrastructure or renewal project to mitigate any perception of "greenwashing."

9. University of Alberta's Comprehensive Institutional Plan (CIP) – Executive Summary

Materials before members are contained in the official meeting file.

Presenters: Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee; Lorne Babiuk, Vice-President (Research); Phyllis Clark, Vice-President (Finance and Administration); Don Hickey, Vice-President (Facilities and Operations)

Purpose of the Proposal: Under new guidelines from Advanced Education and Technology (AET), the University of Alberta has prepared one Comprehensive Institutional Plan (CIP) that incorporates elements of the University's access plan, research plan, capital plan, and budgets into one comprehensive document. The CIP replaces previous documents reviewed or approved by various governance committees including the Access Plan, University Plan, Capital Plan, and Budget. The CIP is for approval

by the Board of Governors and is then filed with the appropriate Ministries of the Provincial Government. The CIP is written in support of the University's vision and mission as outlined in Dare to Discover and its Academic Plan, Dare to Deliver. The CIP outlines the University's academic and research priorities as articulated in Chapter 5, Academic Chapter, which in turn drives the University's capital and resource allocation priorities as found in Chapters 6, 7, and 8 of the CIP. The Executive Summary of the CIP was before GFC members on this occasion for its review and information.

Discussion:

The Provost introduced the item, noting that the Government of Alberta had requested this document which replaces five previously-submitted planning documents. He reported that the Board of Governors had approved the CIP at its meeting of March 18, 2011 and that the Executive Summary was before GFC members for their information.

A member suggested two clarifying amendments to the document that the President and the Provost agreed to incorporate into the document prior to its submission to the Provincial Government, assuming the consent of the Chair of the Board of Governors.

10. Question Period

There were no questions.

INFORMATION ITEMS

11. GFC Executive Committee Minutes of November 8, 2010, January 10, 2011, and February 7, 2011

Discussion:

There was no discussion.

12. Report of the Board of Governors of December 10, 2010 and February 11, 2011

Discussion:

There was no discussion.

13. E-Mail Reports of the GFC Nominating Committee (November 25, 2010 and February 8, 2011)

Discussion:

There was no discussion.

14. E-Mail Report of the GFC Replenishment Committee

Discussion:

There were no reports.

15. Information Items Forwarded to GFC Members Between Meetings

CAUT/CFS Position Paper on Copyright Tariffs (E-Mailed to Members on December 1, 2010)

16. Reports

University of Alberta Museums Annual Report to General Faculties Council (GFC) for the Period July

1, 2009 – June 30, 2010

CLOSING SESSION

17. Adjournment

The Chair adjourned the meeting at 3:50 pm.