

The following Motions and Document were considered by the General Faculties Council at its March 14, 2013 meeting:

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Agenda Title: **New Members of GFC**

**APPROVED MOTION I:** To APPOINT/REAPPOINT The following undergraduate student representatives, to serve on GFC for terms beginning immediately and ending April 30, 2013:

Jason Davidson	Faculty of Agricultural, Life and Environmental Sciences
Mary Zhou	Faculty of Agricultural, Life and Environmental Sciences
Samuel Gagnon	Campus Saint-Jean
Sabin Bozso	Faculty of Medicine and Dentistry

The following undergraduate student members elected by the Students' Union (SU) to the Board of Governors and appointed to GFC for terms that are concurrent with their terms on the Board (May 1, 2013 to April 30, 2014):

Petros Kusmu	President, SU
Brent Kelly	SU Appointee

The following graduate student member elected by the Graduate Students' Association (GSA) to the Board of Governors and appointed to GFC for a term that is concurrent with his term on the Board (May 1, 2013 to April 30, 2014):

Brent Epperson	President, GSA
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**APPROVED MOTION II:** TO RECEIVE The following ex officio member, to serve on GFC for a term beginning July 1, 2013 and extending for the duration of her appointment:

Lisa M Collins	Vice-Provost and University Registrar
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The following statutory faculty members who have been elected or re-elected by their Faculty to serve on GFC for terms beginning immediately and ending June 30, 2013:

Tarek El-Bialy	Faculty of Medicine and Dentistry
Ron McElhaney	Faculty of Medicine and Dentistry
Jutta Preksaitis	Faculty of Medicine and Dentistry
Amy Tse	Faculty of Medicine and Dentistry

The following statutory undergraduate student members nominated by the Students' Union (SU) to serve on GFC for terms beginning May 1, 2013 and ending April 30, 2014:

Dustin Chelen	Vice-President (Academic), SU
William Lau	Vice-President (Student Life), SU

The following statutory graduate student member nominated by the Graduate Students' Association (GSA) to serve on GFC for a term beginning May 1, 2013 and ending April 30, 2014:

Colin More

Vice-President (Academic), GSA

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Agenda Title: **Course Feedback Prior to Withdrawal Deadlines – Proposed Changes to Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar**

APPROVED MOTION: THAT General Faculties Council approve the proposed changes to Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar, as submitted by the Office of the Registrar in cooperation with the Office of the Provost and Vice-President (Academic) and as set forth in Attachment 1, to be effective 2013-2014 (Fall Term) and for publication in the 2014-2015 University Calendar.

Final Item: 5

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**OUTLINE OF ISSUE**

Agenda Title: **Course Feedback Prior to Withdrawal Deadlines – Proposed Changes to Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar**

**Motion:** THAT General Faculties Council approve the proposed changes to Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar, as submitted by the Office of the Registrar in cooperation with the Office of the Provost and Vice-President (Academic) and as set forth in Attachment 1, to be effective 2013-2014 (Fall Term) and for publication in the 2014-2015 University Calendar.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Office of the Registrar in cooperation with the Office of the Provost and Vice-President (Academic)
Presenters	Bill Connor, Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee; Ada Ness, Associate Registrar (Enrolment Services), Office of the Registrar
Subject	Term work feedback prior to withdrawal deadlines, with reference to such in the course outlines provided by instructors to students

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To work to ensure students receive feedback in their courses prior to term withdrawal deadlines.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	Revises Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar.
Timeline/Implementation Date	Effective 2013-2014 (Fall Term) and for publication in the 2014-2015 University Calendar.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover Values:</i> to provide an intellectually superior educational environment; integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth.
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. <b>Post-Secondary Learning Act (PSLA):</b> The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)). Further, the <i>PSLA</i> gives the Board of Governors authority over certain admission requirements and rules respecting enrolment (Sections 60(1)(c) and (d)). The Board has delegated its authority over admissions requirements and rules respecting enrolment to GFC. GFC has thus established an Academic Standards Committee (GFC ASC).</p> <p>2. <b>GFC Academic Standards Committee (ASC) Terms of Reference:</b></p> <p>“3. <b>Mandate of the Committee</b></p> <p>The ASC is responsible for making recommendations and/or for providing advice to GFC, its Executive Committee, and/or the GFC</p>

**FINAL Item No. 5**

Academic Planning Committee (APC) on the matters set out below, which include such areas as admissions and transfer, including admission and transfer to Faculties, admission of Open Studies students, academic standing policies and general university admission

policies, and all institutional marking and grading policies and/or procedures. (GFC 29 SEP 2003) (GFC 31 MAY 2005)

**A. Definitions**

[...]

ii. *'Substantial'*

In the responsibilities which follow, the term 'substantial' refers to proposals which involve or affect more than one Faculty or unit; are part of a proposal for a new program; are likely to have a financial impact; represent a definite departure from current policy; involve a quota; articulate a new academic concept.

[...]

**B. Admission and Transfer, Academic Standing, Marking and Grading, Term Work, Examinations, International Baccalaureate (IB), Advanced Placement (AP)**

i. All proposals from the Faculties or the Administration related to admission and transfer, to the academic standing of students, to institutional marking and grading policies and/or procedures and to term work policies and procedures are submitted to the Provost and Vice-President (Academic) (or delegate) who chairs the GFC Academic Standards Committee. ASC will consult as necessary with the Faculties and with other individuals and offices in its consideration of these proposals. (GFC 29 SEP 2003) (GFC 31 MAY 2005) (EXEC 04 DEC

2006)

[...]

vi. ASC provides advice or recommends to the GFC Executive Committee on institutional marking and grading policies and/or procedures.

vii. ASC provides advice or recommends to the GFC Executive Committee on institutional term work policies and/or procedures (with the exception of that noted in B. ii).

[...]"

**3. GFC Executive Committee Terms of Reference:**

**"3. Mandate of the Committee**

To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (GFC 08 SEP 1966) (GFC 12 FEB 1996)

**1. Urgent Matters**

The power to deal with any matters that cannot be deferred is delegated to the Executive Committee which shall determine which matters are to be considered urgent. (GFC 09 AUG

1966)

**2. Routine Matters**

Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee. (GFC 08 SEP 1966)

[...]

**5. Agendas of General Faculties Council**

GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda.

When ordering items, the GFC Executive Committee will be mindful of any matters that are of particular concern to students during March and April so that the student leaders who bring those items forward are able to address these items at GFC before their terms end. (EXEC 06 NOV 2006)

[...]

With respect to recommendations from other bodies and other GFC committees, however, the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment. (GFC 30 JUN 1992)

[...]

**16. Institutional Marking and Grading Policies and/or Procedures**

To consider advice or recommendation from the GFC ASC on institutional marking and grading policies and/or procedures. (GFC 31 MAY 2005)

**17. Institutional Term Work Policies and/or Procedures**

To consider advice or recommendation from the GFC ASC on institutional term work policies and/or procedures. (GFC 31 MAY 2005)”

4. **University Calendar:** Course outline content is set out in Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar.

5. **UAPPOL Assessment and Grading Policy** is available online at: <https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Assessment->

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	<a href="#">and-Grading-Policy.pdf</a>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Bill Connor, Vice-Provost (Academic Programs and Instruction), Office of the Provost and Vice-President (Academic); Dustin Chelen, Vice-President (Academic), Students' Union; GFC ASC Subcommittee on Standards (February 7, 2013) – for review/advice
Approval Route (Governance) (including meeting dates)	GFC Academic Standards Committee (February 21, 2013) – for recommendation; GFC Executive Committee (March 4, 2013) – for recommendation; General Faculties Council (March 14, 2013) – for final approval
Final Approver	General Faculties Council

Attachments:

Attachment 1 (pages 1 – 3) – Comparative Table of Proposed Changes to Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar

*Prepared by:* Ada Ness, Associate Registrar (Enrolment Services), Office of the Registrar, [ada.schmude@ualberta.ca](mailto:ada.schmude@ualberta.ca), and Claire Burke, Acting Policy Development and Issues Advisor, Office of the Registrar, [claire.burke@ualberta.ca](mailto:claire.burke@ualberta.ca)

## 2013-2014 Calendar Changes

Current	Proposed
<p><b>23.4 Evaluation Procedures and Grading System</b></p> <p>(1) <b>Weighting of Term Work and Final Examinations:</b> In each course in which a final examination is held, a weight of not less than 30 percent and not more than 70 percent will be assigned to the final examination, except where a departure from this arrangement has been authorized by the council of the Faculty in which the department offering the course is situated. The remaining weight for the course will be assigned to term work.</p> <p>(2) <b>Course Requirements, Evaluation Procedures and Grading:</b> The policies set out below are intended to provide instructors and their students with general course information. GFC, in approving these guidelines, expected that there would be a common sense approach to their application and understood that circumstances might develop, during a term, where a change to the course outline, as set out in §23.4(2)a., made sense to all concerned. Such changes shall only occur with fair warning or general class consent.</p> <p>Students concerned about the application of these guidelines should consult, in turn, the instructor, the chair of the department by which the course is offered, and the dean of the faculty in which the course is offered.</p> <p>a. At the beginning of each course, instructors are required by GFC to provide a course outline to students and their Department (or Faculty in non-Departmentalized Faculties) that includes the following:</p> <ul style="list-style-type: none"> <li>i. a statement of the course objectives and general content</li> <li>ii. a list of the required textbooks and other major course materials</li> <li>iii. a list of any other course fees as described in the 'Student Instructional Support Fees Policy' and their associated costs</li> <li>iv. an indication of how and when students have access to the instructor</li> <li>v. the distribution of weight between term work and final examination</li> <li>vi. the relative weight of all term work contributing to the course grade</li> </ul>	<p><b>23.4 Evaluation Procedures and Grading System</b></p> <p><i>No changes until...</i></p>

2013-2014 Calendar Changes

<p>vii. whether marks are given for class participation and other in-class activities as well as the weight of such participation</p> <p>viii. dates of any examination and course assignments with a weight of 10% or more of the overall course grade</p> <p>ix. the process by which the term marks will be translated into a final letter grade for the course. The process must be consistent with the University of Alberta Assessment Policy and accompanying Grading Procedure, found at the University of Alberta Policies and Principles Online (UAPPOL) website at <a href="http://www.uappol.ualberta.ca">www.uappol.ualberta.ca</a>.</p> <p>x. an indication of how students will be given access to past or representative evaluative course material, consistent with the Access to Evaluative Material Procedure of the Assessment Policy, found at the University of Alberta Policies and Procedures Online (UAPPOL) website at <a href="http://www.uappol.ualberta.ca">www.uappol.ualberta.ca</a>.</p> <p>xi. the statement: "Policy about course outlines can be found in §23.4(2) of the University Calendar".</p> <p>xii. the statement: "The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at <a href="http://www.governance.ualberta.ca">www.governance.ualberta.ca</a>) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University."</p> <p>b. Nothing in any course outline, syllabus or course website can override or contravene any Calendar regulation or University policy. In resolving any discrepancy, University policy and Calendar regulations take</p>	
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<p>precedence.</p> <p>c. Instructors may indicate in the course outline the date, time and place on which the deferred examination for the course will occur, should one be required. See §23.5.6.</p> <p>d. At the beginning of a course, Instructors will discuss with their class the expectations with respect to academic integrity and outline both permitted and prohibited behaviour.</p> <p>e. Every course outline must contain the following statement: "Audio or video recording of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Recorded material is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the instructor."</p> <p>f. Each assessment is linked to the stated course objectives and/or learning outcomes. Students should be provided with the criteria for these assessments early in and, if necessary, throughout the course.</p> <p>g. Instructors will allow students a reasonable time in which to complete an assignment, bearing in mind its weight.</p> <p>h. Instructors will mark, provide appropriate feedback, and return to students all term work in a timely manner.</p> <p>i. Normally term work will be returned on or by the last day of classes in the course, with the exception of a final major assignment (which may be due on the last day of classes), which will be returned by the date of the scheduled final examination or, in non-examination courses, by the last day of the examination period. All exceptions must be authorized by the Faculty Council (or delegate) in the Faculty offering the course.</p> <p>j. Upon request, instructors are required to provide the process used to generate the final grade.</p>	<p>h. Instructors will mark, provide appropriate feedback, and return to students all term work in a timely manner. <u>Substantive feedback should be provided prior to the course withdrawal deadline.</u> (See the <u>University of Alberta Assessment and Grading Policy at <a href="http://www.uappol.ualberta.ca">www.uappol.ualberta.ca</a></u>).</p> <p><i>No further changes.</i></p>
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