



The following Motions and Documents were considered by the GFC General Faculties Council at its Monday, April 30, 2018 meeting:

Agenda Title: **New Members of GFC**

CARRIED MOTION:

MOTION I: TO APPOINT/REAPPOINT: The following undergraduate student representatives to serve on GFC for terms commencing May 1, 2018 and ending April 30, 2019:

Brandi Kobes, Faculty of Agricultural, Life and Environmental Sciences
Erin Allin, Faculty of Arts
Robert Bilak, Faculty of Arts
Yiming Chen, Faculty of Arts
Victoria deJong, Faculty of Arts
Mariam Hosseiny, Faculty of Arts
Mpoe Mogale, Faculty of Arts
Dustin Sandler, Faculty of Arts
Mitch Wilson, Faculty of Arts
John Hussein, Alberta School of Business
Luke Statt, Alberta School of Business
Tahra Haddouche, Campus Saint-Jean
Amlan Bose, Faculty of Engineering
Ryan Holowaty, Faculty of Engineering
Cindy Liang, Faculty of Engineering
Syed Mustafa, Faculty of Engineering
Janet Yao, Faculty of Engineering
David Chung, Faculty of Law
Albert Hu, Faculty of Medicine and Dentistry
Nathan Sunday, Faculty of Native Studies
Abigail Bridarolli, Faculty of Nursing
Miray Aizouki, Faculty of Pharmacy and Pharmaceutical Sciences
Joel Agarwal, Faculty of Science
Tiffany Bruce, Faculty of Science
Julia Craig, Faculty of Science
Genna DiPinto, Faculty of Science
Hyejun Kim, Faculty of Science
Shuaa Rizvi, Faculty of Science
Rachel Wang, Faculty of Science

The following graduate student representatives at-large to serve on GFC for terms commencing May 1, 2018 and ending April 30, 2019:

Saleema Allana, Faculty of Nursing
Vahid Ayan, Alberta School of Business
Bishoi Aziz, Faculty of Medicine and Dentistry
Natalie Diether, Faculty of Agricultural, Life and Environmental Sciences
Gautam Gaur, Faculty of Agricultural, Life and Environmental Sciences
Osman Hojanepesov, Faculty of Medicine and Dentistry
Taher Jafferjee, Faculty of Science
Maryam Kebbe, Faculty of Medicine and Dentistry
Carmel Montgomery, Faculty of Medicine and Dentistry

Sabitha Rajaruban, Faculty of Medicine and Dentistry
Samina Sana, School of Public Health
Andrews Tawiah, Faculty of Rehabilitation Medicine
Allan (Yilun) Wu, Faculty of Medicine and Dentistry
Ding Xu, Faculty of Arts

The following undergraduate student members elected by the Students' Union to the Board of Governors and appointed to GFC for a term that is concurrent with terms on the Board (May 1, 2018 to April 30, 2019):

Reed Larsen, President, Students' Union
Levi Flaman, Student Appointee (Board of Governors Representative)

The following graduate student member elected by the Graduate Students' Association to the Board of Governors and appointed to GFC for a term that is concurrent with a term on the Board (May 1, 2018 to April 30, 2019):

Sasha van der Klein, President, Graduate Students' Association

CARRIED MOTION:

MOTION II: TO RECEIVE: The following statutory undergraduate student members nominated by the Students' Union to serve on GFC for terms beginning May 1, 2018 and ending April 30, 2019:

Akanksha Bhatnagar, Vice-President (Academic), Students' Union
Andre Bourgeois, Vice-President (Student Life), Students' Union

The following statutory graduate student member nominated by the Graduate Students' Association to serve on GFC for a term beginning May 1, 2018 and ending April 30, 2019:

Masoud Aliramezani, Vice-President (Academic), Graduate Students' Association

The following *ex officio* member, to serve on GFC for a term of office beginning May 1, 2018 and extending for the duration of the appointment:

Matthias Ruth, Vice-President (Research)

Final Item 4.

Agenda Title: **School of Public Health termination of the Post Graduate Diploma in Health Promotion**

CARRIED MOTION:

THAT General Faculties Council, as recommended by the GFC Academic Planning Committee, recommend that the Board of Governors approve the termination of the Post Graduate Diploma in Health Promotion offered through the School of Public Health, as submitted by the Faculty of Graduate Studies & Research, and as set forth in Attachment 1, to be effective upon approval.

Final Item 9.

Agenda Title: **Terms of Reference for a new free-standing GFC Nominating Committee and the Disbandment of the GFC Replenishment Committee**

CARRIED MOTION:

MOTION I: THAT General Faculties Council approves the terms of reference for a free-standing GFC Nominating Committee as set forth in Attachment 1, to take effect July 1, 2018, and approve the accompanying transition plan, as set forth in Attachment 2, to take effect May 1 until June 30, 2018

CARRIED MOTION:

MOTION II: THAT General Faculties Council approves the disbandment of the GFC Replenishment Committee, effective June 30, 2018

Final Item 10.



Meeting of April 30, 2018

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

The following undergraduate student representatives to serve on GFC for terms commencing May 1, 2018 and ending April 30, 2019:

Brandi Kobes	Faculty of Agricultural, Life and Environmental Sciences
Erin Allin	Faculty of Arts
Robert Bilak	Faculty of Arts
Yiming Chen	Faculty of Arts
Victoria deJong	Faculty of Arts
Mariam Hosseiny	Faculty of Arts
Mpoe Mogale	Faculty of Arts
Dustin Sandler	Faculty of Arts
Mitch Wilson	Faculty of Arts
John Hussein	Alberta School of Business
Luke Statt	Alberta School of Business
Tahra Haddouche	Campus Saint-Jean
Amlan Bose	Faculty of Engineering
Ryan Holowaty	Faculty of Engineering
Cindy Liang	Faculty of Engineering
Syed Mustafa	Faculty of Engineering
Janet Yao	Faculty of Engineering
David Chung	Faculty of Law
Albert Hu	Faculty of Medicine and Dentistry
Nathan Sunday	Faculty of Native Studies
Abigail Bridarolli	Faculty of Nursing
Miray Aizouki	Faculty of Pharmacy and Pharmaceutical Sciences
Joel Agarwal	Faculty of Science
Tiffany Bruce	Faculty of Science
Julia Craig	Faculty of Science
Genna DiPinto	Faculty of Science
Hyejun Kim	Faculty of Science
Shuaa Rizvi	Faculty of Science
Rachel Wang	Faculty of Science

The following graduate student representatives at-large to serve on GFC for terms commencing May 1, 2018 and ending April 30, 2019:

Saleema Allana	Faculty of Nursing
Vahid Ayan	Alberta School of Business
Bishoi Aziz	Faculty of Medicine and Dentistry
Natalie Diether	Faculty of Agricultural, Life and Environmental Sciences
Gautam Gaur	Faculty of Agricultural, Life and Environmental Sciences
Osman Hojanepesov	Faculty of Medicine and Dentistry
Taher Jafferjee	Faculty of Science
Maryam Kebbe	Faculty of Medicine and Dentistry
Carmel Montgomery	Faculty of Medicine and Dentistry
Sabitha Rajaruban	Faculty of Medicine and Dentistry
Samina Sana	School of Public Health
Andrews Tawiah	Faculty of Rehabilitation Medicine
Allan (Yilun) Wu	Faculty of Medicine and Dentistry
Ding Xu	Faculty of Arts

The following undergraduate student members elected by the Students' Union to the Board of Governors and appointed to GFC for a term that is concurrent with terms on the Board (May 1, 2018 to April 30, 2019):

Reed Larsen	President, Students' Union
Levi Flaman	Student Appointee (Board of Governors Representative)

The following graduate student member elected by the Graduate Students' Association to the Board of Governors and appointed to GFC for a term that is concurrent with a term on the Board (May 1, 2018 to April 30, 2019):

Sasha van der Klein	President, Graduate Students' Association
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MOTION II: TO RECEIVE [This motion may be proposed by any member of GFC]:

The following statutory undergraduate student members nominated by the Students' Union to serve on GFC for terms beginning May 1, 2018 and ending April 30, 2019:

Akanksha Bhatnagar	Vice-President (Academic), Students' Union
Andre Bourgeois	Vice-President (Student Life), Students' Union

The following statutory graduate student member nominated by the Graduate Students' Association to serve on GFC for a term beginning May 1, 2018 and ending April 30, 2019:

Masoud Aliramezani Vice-President (Academic), Graduate Students' Association

The following *ex officio* member, to serve on GFC for a term of office beginning May 1, 2018 and extending for the duration of the appointment:

Matthias Ruth Vice-President (Research)

OUTLINE OF ISSUE
Action Item

Agenda Title: **Proposal from the Faculty of Graduate Studies and Research to terminate the Post Graduate Diploma in Health Promotion effective immediately upon approval.**

Motion: THAT General Faculties Council, as recommended by the GFC Academic Planning Committee, recommend that the Board of Governors approve the termination of the Post Graduate Diploma in Health Promotion offered through the School of Public Health, as submitted by the Faculty of Graduate Studies & Research, and as set forth in Attachment 1, to be effective upon approval.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Heather Zwicker, Dean, Faculty of Graduate Studies and Research Kue Young, Dean, School of Public Health
Presenter	Jeffrey Johnson, Associate Dean, Education, School of Public Health Deborah Burshtyn, Vice-Dean, Faculty of Graduate Studies and Research

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To terminate the Post Graduate Diploma in Health Promotion
The Impact of the Proposal is	No impact on students is expected due to the termination of this diploma. In the past five years, only two students were admitted to the post-graduate diploma in Health Promotion (PGD) program, in 2012 and 2013 respectively. Neither completed the diploma - one withdrew and the other allowed her program to lapse. The School stopped admitting students into this program in Fall 2015.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Upon final approval
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	No further plans for communication or implementation required; information on PGD has been removed from School website.
Supplementary Notes and context	N/A

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	<u><i>Those who have been informed:</i></u> <ul style="list-style-type: none"> Faculty Council, School of Public Health
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> Vice Dean, Faculty of Graduate Studies and Research (final review of proposal) Graduate Governance and Policy Coordinator, Faculty of Graduate Studies and Research (final review of proposal)

Final Item No. 9

<p><u>Governance Toolkit section</u> <u>Student Participation Protocol</u></p>	<ul style="list-style-type: none"> Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic) (final review of proposal)
<p>Approval Route (Governance) (including meeting dates)</p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> none <p>School of Public Health Faculty Council—approved October 13, 2017 Faculty of Graduate Studies and Research Council—approved November 29, 2017 GFC Academic Planning Committee—recommended to GFC March 14, 2018 GFC Executive Committee—for information April 9, 2018 General Faculties Council—April 30, 2018 Board Learning and Development Committee—June 1, 2018 Board of Governors —June 15, 2018</p>
<p>Final Approver</p>	<p>Board of Governors</p>

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p><i>For the Public Good</i></p> <p>GOAL: SUSTAIN our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.</p> <p>Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>1. Post-Secondary Learning Act (PSLA): The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs and more specifically to “determine all programs of study to which clause (b) does not apply that are to be offered by the university for credit toward the requirements for any degree or diploma” (26(1)(c))</p> <p>2. PSLA: The <i>PSLA</i> gives Faculty Councils power to “determine the programs of study for which the faculty is established” (29(1)(a)).</p> <p>3. GFC Academic Planning Committee Terms of Reference (Mandate) “8. Establishment/Termination of Academic Programs [...] b. To recommend to GFC on the termination of academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions.”</p> <p>4. Board Learning and Discovery Committee (BLDC) Terms of Reference:</p> <p>“3. MANDATE OF THE COMMITTEE</p> <p>Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall, in accordance with</p>

	<p>the Committee's responsibilities with powers granted under the <i>Post-Secondary Learning Act</i>, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the "GFC"), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.</p> <p>[...]</p> <p>c. review and approve recommendations of GFC for major changes in instructional and research programs and other academic matters;</p> <p>[...]</p> <p>4. LIMITATIONS ON DELEGATION BY THE BOARD</p> <p>This general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee as set out in paragraph 3, the Board shall make all decisions with respect to: [...] b. program approvals involving the creation or abolition of a degree program (but not specializations of an existing degree).</p>
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Attachments (each to be numbered 1 - <>)

1. Attachment 1 (page(s) 1 - 4) Proposal for Termination and Calendar revisions

Prepared by: Janice Hurlburt, Graduate Governance and Policy Coordinator, janice.hurlburt@ualberta.ca

Proposal Template: Program Termination

Use this template for proposals to terminate ministry-approved programs or specializations.

SECTION 1: PROPOSAL INFORMATION

1.1 Fill in the table below:

Institution	University of Alberta
Program/specialization name	Health Promotion
Credential awarded	Post Graduate Diploma
Proposed effective date of termination	Effective immediately

1.2 Confirm whether:

- 1.2.1 This termination proposal was preceded by a ministry-approved suspension period.
- This termination proposal was not preceded by a ministry-approved suspension period.

1.2.1a If this proposal was preceded by a suspension, attach approval letter.

1.2.1b If this proposal was not preceded by a suspension, explain why ministry approval for a suspension was not sought prior to requesting a termination.

Ministry approval was not sought as the demand for the program was low and self-evident.

1.2.1c If not preceded by suspension, indicate when students were last admitted into the program/specialization.

In the past five years, only two students were admitted to the post-graduate diploma in Health Promotion (PGD) program, in 2012 and 2013 respectively. Neither completed the diploma - one withdrew and the other allowed her program to lapse. The School stopped admitting students into this program in Fall 2015.

- 1.2.2 No active students remain in the program .
- Active program students remain in the program .

SECTION 2: RATIONALE

- 2.1 Identify reason(s) for termination with supporting evidence (e.g., low student demand, declining labour market demand, institutional capacity, provincial priorities, etc.).

This program was established in anticipation of interest among mid-career professionals seeking to enhance their health promotion competencies without completing a degree. The PGD attracted few applicants from the time of its inception. Over the course of its history, three students who were admitted to the diploma program completed it.

- 2.2 Provide specific information about which internal governance body approved the termination, and provide date of approval. (Attach copy of minutes or motions.)

The termination of the PGD in Health Promotion was reviewed by the Committee for Educational Policies and Programs (CEPP) in the School of Public Health and approved a recommended for termination on October 10, 2017.

The termination of the PGD in Health Promotion was presented to the School of Public Health's Faculty Council on October 13, 2017, which was subsequently approved by electronic vote.

The termination of the PGD in Health Promotion was approved by the Faculty Council on November 29, 2017.

SECTION 3: ACCESS

- 3.1 Identify student access considerations and risks for Campus Alberta (include information about related programs or other avenues available to students to prepare for careers/employment and/or further educational opportunities).

There are no risks for student access. We currently offer an MPH in Health Promotion, with both on-campus and distance delivery; many students enroll in this program on a part-time basis and maintain employment

- 3.2 If this program or specialization is unique in the province, describe the consultation(s) undertaken within Campus Alberta to investigate the feasibility of program/specialization transfer.

We did not undertake any broader consultation, given that we offer alternate programs within the School.

- 3.3 Describe the consultation process that occurred with students at your institution regarding this programming change.

We have representatives from the School of Public Health Student Association on CEPP and Faculty Council, and they had an opportunity to provide input on the termination and vote on the decision.

SECTION 4: IMPACT

4.1 Describe the consultation process that occurred with other stakeholders (e.g., advisory committees, regulatory bodies, employers, etc.) affected by this programming change.

We did not undertake any broader consultation, given that we offer alternate programs within the School.

4.2 Describe plans for communicating the termination decision to stakeholders, particularly regulatory bodies (if applicable) and other Campus Alberta institutions.

We have removed information on the PGD from our website. We have no other plans for communication.

4.3 Describe plans for reallocation of resources previously used for this program/specialization and identify budget and staffing impacts.

There are no budget or staffing implications for this termination.

OTHER CONSIDERATIONS

Please indicate if there are additional factors you would like the ministry to consider when reviewing this proposal.

None.

RECOMMENDATION (FOR DEPARTMENT USE)

Recommendation(s):

Rationale for Recommendation:

Reviewer(s):

Date Completed:

Killam Centre for Advanced Studies
2-29 Triffo Hall Edmonton AB Canada T6G 2E1
Tel: 780.492.2816 / Fax: 780.492.0692
www.gradstudies.ualberta.ca

November 17, 2017

2019-2020 University of Alberta Proposed Calendar Graduate Program Changes: termination of the Postgraduate Diploma in Public Health, School of Public Health, submitted by the Faculty of Graduate Studies and Research. Calendar to be updated once the termination is approved by Advanced Education.

Current	Proposed
<p>Graduate Programs</p> <p>Public Health [Graduate] [...] Graduate Program Requirements</p> <p>The Postgraduate Diploma in Public Health in Health Promotion (Not currently offered)</p> <p>Program Requirements</p> <p>Students must complete the following:</p> <p>1. Required courses (★18):</p> <ul style="list-style-type: none"> • SPH 501 – Determinants of Health • SPH 503 – Introduction to Health Promotion Research • SPH 504 – Health Promotion Planning and Evaluation • SPH 510 – Health Promotion with Communities • SPH 597 – Fundamentals of Epidemiology for Public Health <p>2. Electives:</p> <ul style="list-style-type: none"> • four (★12) graduate-level courses approved by the student's Advisor. <p>Length of Program Students may undertake the Diploma program on a part-time or full-time basis. The maximum time permitted for completion of the program is four years (part or full-time) from the date of first registration.</p>	<p>Graduate Programs</p> <p>Public Health [Graduate] [...] Graduate Program Requirements</p> <p>[Remove from Calendar]</p>
<p>Justification: No active students in the diploma; no longer admitting students to the diploma.</p> <p>Approved by: School of Public Health Faculty Council on October 13, 2017; FGSR Council Nov 29, 2017</p>	

OUTLINE OF ISSUE
Action Item

Agenda Title: **Terms of Reference for a new free-standing GFC Nominating Committee and the Disbandment of the GFC Replenishment Committee**

Motion I: THAT General Faculties Council approves the terms of reference for a free-standing GFC Nominating Committee as set forth in Attachment 1, to take effect July 1, 2018, and approve the accompanying transition plan, as set forth in Attachment 2, to take effect May 1 until June 30, 2018.

Motion II: THAT General Faculties Council approves the disbandment of the GFC Replenishment Committee, effective June 30, 2018.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	GFC Executive Committee/Nominating Committee
Presenter	Jonathan White, Chair, GFC Nominating Committee

Details

Responsibility	General Faculties Council
The Purpose of the Proposal is (please be specific)	<p>To approve the terms of reference for a new free-standing GFC Nominating Committee and the plan to transition from the current to the new committee structure.</p> <p>To disband the GFC Replenishment Committee on June 30, 2018, once the new GFC Nominating Committee is approved.</p>
The Impact of the Proposal is	<p>The new GFC Nominating Committee will be responsible for the replenishment of all GFC standing committees. The committee would also be charged with responsibility for encouraging, identifying and securing a diverse group of individuals who are prepared to be active and engaged members of GFC committees.</p> <p>The GFC Replenishment Committee would no longer be needed as its responsibility for the replenishment of the GFC Executive Committee/ Nominating Committee would be taken on by the new GFC Nominating Committee.</p> <p>The composition of the new committee reflects the Principles of Committee Composition approved by GFC in April 2017. The composition includes elected faculty GFC members as representatives of GFC and its responsibility for academic governance. The inclusion of up to 2 recent former members recognizes the value of providing strategic views and a longer term window of experience currently provided through the work of the Replenishment Committee.</p> <p>The composition includes ex-officio representation from the Graduate Students' Association and the Students' Union in their roles of representing the student bodies. In addition, a graduate student and undergraduate student GFC member would provide a perspective outside of the GSA and SU and allow for additional student perspectives to participate. An elected graduate student GFC member does not serve on the current Nominating Committee.</p>

	<p>One non-academic staff member is on the committee to provide a link with GFC and GFC committee members in this category and to inform recommendations for members coming forward in this category.</p> <p>The inclusion of a Dean on the committee gives an institutional perspective to the process and also creates linkages to other Deans/Faculties to emphasize the importance and value of academic governance and to encourage more faculty members to serve in this capacity.</p>
<p>Replaces/Revises (eg, policies, resolutions)</p>	<p>The new GFC Nominating Committee will replace the subcommittee of GFC Executive Committee (Nominating Committee) that is currently responsible for the replenishment of GFC standing committees.</p> <p>The new GFC Nominating Committee will replace the GFC Replenishment Committee.</p>
<p>Timeline/Implementation Date</p>	<p>Establishment of the new free-standing GFC Nominating Committee – July 1, 2018 Transition period – May 1, 2018 – June 30, 2018 Disbandment of the GFC Replenishment Committee – June 30, 2018</p>
<p>Estimated Cost and funding source</p>	<p>N/A</p>
<p>Next Steps (ie.: Communications Plan, Implementation plans)</p>	<p>Upon approval of the new free-standing GFC Nominating Committee, the current elected staff members to GFC Executive and Nominating Committees will indicate their interest in serving on the new committee.</p> <p>GFC members will be called upon to fill vacancies and a joint Replenishment Committee/Nominating Committee meeting will be scheduled to replenish seats on GFC Executive Committee and the new GFC Nominating Committee for terms beginning July 1, 2018.</p>
<p>Supplementary Notes and context</p>	<p>A new free standing Nominating Committee would be governed by Principles of Committee Composition including no more than 2 members per faculty and the restriction that members can sit on no more than 3 standing committees.</p> <p>The proposed terms of reference will include the delegated authority to replenish Nominating Committee and the Executive Committee. The Replenishment Committee is currently responsible for the replenishment of the GFC Executive/Nominating Committee.</p> <p>The committee would also be charged with responsibility for encouraging, identifying and securing a diverse group of individuals who are prepared to be active and engaged members of GFC committees.</p> <p>----</p> <p><i>(excerpt from ad hoc report)</i></p> <p>“FREE-STANDING NOMINATING COMMITTEE / DISBANDING OF REPLENISHMENT COMMITTEE</p>

	<p>Currently the Nominating Committee is a sub-committee of the Executive Committee. Its members include the elected members and ex-officio student members of the Executive Committee and a non-academic staff member of GFC. While this structure has been effective in the past, members of the Nominating Committee believe their effectiveness as a committee is constrained by the fact that its role in managing the nomination process is an additional duty rather than their primary focus. Some GFC members have also noted that having the Executive Committee be responsible for nominations contributes to perceptions of concentration of authority and lack of transparency.</p> <p>The ad hoc committee is recommending the establishment of a free-standing Nominating Committee charged with responsibility for encouraging, identifying, and securing a diverse group of individuals who are prepared to be active and engaged members of GFC committees. Once the new Nominating Committee is established, the existing Replenishment Committee – which currently replenishes the Nominating Committee – could be disbanded.</p> <p>A move in this direction will need to be implemented in stages to ensure time to transition from the old to the new committee structure, and to review and revise processes and timelines for replenishment and nomination.</p> <p><i>Recommendation: THAT a free-standing Nominating Committee be established</i></p> <p><i>Recommendation: THAT the Replenishment Committee remain in place in the interim and be disbanded when no longer needed”</i></p>
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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 >	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • GFC - Early Consultation/Verbal Briefing (February 26, and March 19, 2018) • GFC Executive Committee - Early Consultation/Verbal Briefing by Nominating Committee Chair (February 12, and March 5, 2018)
	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • GFC Executive Committee directed Nominating Committee to provide a structure and transition plan to a free standing Nominating Committee (October 16, 2017) • GFC Nominating Committee (December 14, 2017) • Joint meeting of GFC Nominating and Replenishment Committees (January 15 and February 12 ,2018) • GFC Transition Committee
Approval Route (Governance) (including meeting dates)	GFC Nominating Committee – February 12, 2018 GFC Executive Committee – April 9, 2018 General Faculties Council – April 30, 2018
Final Approver	General Faculties Council

Alignment/Compliance

<p>Alignment with Guiding Documents</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>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p><i>Post-Secondary Learning Act (PSLA)</i> Powers of general faculties council 26(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to (3) A general faculties council may delegate any of its powers, duties and functions under this Act, including the powers referred to in section 31, as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of subdelegation.</p>

Attachments:

1. Draft Terms of Reference for a free-standing Nominating Committee
2. Proposed Transition Strategy for a free standing Nominating Committee
3. [Resources](#) including: GFC approved Principles and Report of the ad hoc Committee on Academic Governance including Delegated Authority

Prepared by: University Governance



1. Mandate and Role of the Committee

The Nominating Committee (NC) is a standing committee of GFC responsible for recommending individuals to serve on GFC standing committees and other bodies requiring representation from GFC or the University community. In putting forward its recommendations, the Committee will ensure the best possible match between prospective members and the committees to which they are nominated, and ensure the broadest possible base of representation and diversity.

2. Areas of Responsibility

- a. Review and recommend to GFC the replenishment of GFC standing committees and other bodies requiring representation from the university community.
- b. Develop and support engagement and communication strategies to encourage individuals to serve on GFC, GFC standing committees and/or other governance bodies.
- c. Appoint the Chair and Vice Chair of the GFC Student Conduct Policy Committee (SCPC)
- d. **The Chair** may be called upon to provide input/feedback on other bodies seeking representation from the university community including, but not limited to, Selection/Review Committees (Vice-Presidents and Deans), major award selection committees.

3. Composition

Voting Members (13)

Ex-officio (2)

- Vice-President (Academic), Graduate Students' Association
- Vice-President (Academic), Students' Union

Elected by GFC (11)

- 7 academic staff (A1.1, A1.5, A1.6, A1.7), at least 5 who are current members of GFC and up to 2 recent former GFC members. One member, ideally a member of GFC, will be elected by the committee to serve as Chair. One member, ideally a member of GFC, will be elected by the committee to serve as Vice-Chair.
- 1 Dean
- 1 non-academic staff (S1.0) from GFC
- 1 undergraduate student from GFC
- 1 graduate student from GFC

Non-voting Members

- University Secretary
- GFC Secretary
- Appeals Coordinator as defined in the Code of Student Behaviour, Code of Applicant Behaviour and the Practicum Intervention Policy

4. Delegated Authority from General Faculties Council

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

- 4.1 Discretionary power to nominate for terms of less than three years, should such be needed, to provide an overlap of experience in committees of GFC. This discretionary power may be exercised at the request of the committee involved. Terms of one or two years will be submitted by the Nominating Committee in the same manner as for three-year terms.

4.2 Appoint the Chair and Vice-Chair of the GFC Student Conduct Policy Committee (SCPC).

5. Responsibilities Additional to Delegated Authority

5.1 Review and recommend to GFC the replenishment of GFC standing committees and other bodies requiring representation from the university community.

5.2 Develop and support engagement and communication strategies to encourage individuals to serve on GFC, GFC standing committees and/or other governance bodies.

5.3 Duties of the Nominating Committee Chair

- a. The Chair may be called upon to provide input/feedback on other bodies seeking representation from the university community including, but not limited to, Selection/Review Committees (Vice-Presidents and Deans), major award selection committees

6. Sub-delegations from Nominating Committee

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

None.

7. Limitations to Authority

The following further refines or places limitations on authorities held by or delegated to NC:

7.1 The committee provides a report of its recommendations to GFC who will then have the opportunity to add further eligible nominees. If further eligible nominations are received, an election may be held according to the Nominating Committee process which can be found at: governance.ualberta.ca; otherwise, the report of the committee is considered approved and the nominees elected.

7.2 The Nominating Committee will be replenished by the same rigorous process as the GFC standing committees (see 5.1) and in accordance with its mandate.

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

Non-Academic staff – as defined by the [Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) in UAPPOL

10. Links

UAPPOL ([Recruitment Policy](#), [Awards for Faculty Excellence Policy](#))

Approved by General Faculties Council: [date]

PROPOSED GFC NOMINATING COMMITTEE TRANSITION STRATEGY

To form a 'Free-Standing Nominating Committee'

2018 GOVERNANCE CONSULTATION AND APPROVAL PATH				Completed
Dec -14-2017	NC	Meeting	Mandate Overview/Orientation Session	✓
Jan-15-2018	NC-RC	Joint Meeting	Review of Draft Terms, Transition Strategy	✓
Feb-12-2018	NC-RC	Joint Meeting	Review of Terms/Transiton/Training Session	✓
Feb-26-2018	GFC	Meeting	<u>Update</u> (NC>GFC): verbal brieing by NC Chair/delegate	✓
Mar-05-2018	EXEC	Meeting	<u>Early Consultation</u> regarding Transition Strategy (to form a "Free Standing Committee")	✓
Mar-19-2018	GFC	Meeting	<u>Early Consultation</u> regarding Transition Strategy (to form a "Free Standing Committee")	✓
Apr-09-2018	EXEC	Meeting	For <u>Recommendation</u> (Exec >GFC): Proposed new Terms with Strategy	✓
Apr-30-2018	GFC	Meeting	For <u>Approval</u> - Proposed new Terms with Strategy	

<u>PROPOSED TRANSITION CYCLE TO REPLENISH</u> the GFC Executive Committee (EXEC) and the GFC Nominating Committee (NC) for the 2018-19 Academic Year			
May-1-2018	GFC		New Student Terms begin: (a) for all STUDENTS <u>elected into GFC seats</u> ; (b) all <u>GFC Student-Members elected into GFC Committees</u>
May-1-2018	NC	by Email	NC Chair writes to <u>current NC elected Staff representatives</u> asking to advise of their continued interested to remain as serving members on "new" NC
May-7-2018	NC	by Email	Deadline for confirmation by NC members of their NC membership interest (<i>Note: same day as NC's Annual Staff Replenishment Meeting</i>)
May-9-2018	NC	by Email	NC calls upon <u>eligible GFC elected staff</u> to submit GFC Committee applications to fill upcoming vacancies on " <u>EXEC and NC</u> " committees for a terms commencing July 1. (<i>Terms of office for staff members are normally three (3) years in duration, running from July 1 through June 30.</i>)
May-19-2018	NC	by eFORM	Deadline for GFC committee applications to be received by University Governance to form the "EXEC and NC" (2018-19) nomination pool.
June-04-2018	RC-NC	Meeting	Joint Meeting of the GFC Replenishment and GFC Nominating Committees to replenish seats on EXEC and NC effective July 1, 2018.
June 06-2018	RC-NC	by Email	<u>Circulation of Joint Report of RC-NC to GFC</u> -- composed of the EXEC and NC membership recommendations to GFC for consideration and approval.
June 13-2018	RC-NC	by Email	Deadline for a GFC member to add an additional (eligible) name to the RC-NC Report of Recommended Nominees for committee appointment.
June-18-2018	GFC	by eVOTE	If an election is triggered, a GFC election period would open shortly following the end of the nomination period.
June-26-2018	GFC		GFC election period closes. Final candidates are declared.
July-1-2018	GFC		New Term begins for <u>ALL</u> newly-elected staff representatives <u>to GFC/GFC Committees</u>

Note: NC's "Annual Committee Membership Replenishment Schedule" for the 2018-19 academic year			
April-9-2018	NC	Meeting	Annual Membership Replenishment of GFC Students to GFC Committees, Appeal Bodies, Other Committees
May-7-2018	NC	Meeting	Annual Membership Replenishment of Staff to GFC Committees, Appeal Bodies, Other Committees (in accordance to new GFC Principles)