

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, March 08, 2021 meeting:

Agenda Title: Proposed Changes to Graduate Admissions Regulations, Faculty of Graduate Studies and Research

CARRIED MOTION:

THAT GFC Executive Committee recommend that General Faculties Council approve the changes to the Graduate Admissions language and policy around deferrals, previously stated funding offers, and revised admission start dates, for immediate implementation.

FINAL Item 5

Agenda Title: Proposal from the Faculty of Science to add CHEM 103 and CHEM 105, Introductory University Chemistry I & II, to the List of Courses with Consolidated Exams

CARRIED MOTION:

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the addition of CHEM 103 and CHEM 105, Introductory University Chemistry I and II, to the list of courses with Consolidated Final Examinations, as submitted by the Faculty of Science, to take effect 2021-2022.

FINAL Item 6

Agenda Title: Recommendations of the Committee of the Whole

CARRIED MOTION:

THAT General Faculties Council (GFC) Executive Committee, recommend that GFC reaffirm its commitment for equal participation of its members regardless of their position within the University and reaffirm their ability to raise their concerns within the mandate of GFC, as set out in Attachment 1.

FINAL Item 11

Agenda Title: Draft Agenda for the Next Meeting of General Faculties Council

CARRIED MOTION:

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the March 22, 2021 meeting of General Faculties Council, as set forth in Attachment 1.

FINAL Item 13



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FINAL Item No. 5

Governance Executive Summary Action Item

Agenda Title	Proposed Changes to Graduate Admissions Regulations, Faculty of
	Graduate Studies and Research

Motion

THAT GFC Executive Committee recommend that General Faculties Council approve the changes to the Graduate Admissions language and policy around deferrals, previously stated funding offers, and revised admission start dates, for immediate implementation.

Item

Action Requested	☐ Approval X Recommendation
Proposed by	The Faculty of Graduate Studies and Research
Presenter(s)	Brooke Milne, Vice-Provost and Dean, FGSR

Details

Details	,
Office of Administrative Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	The proposal is before the committee to include additional language in the calendar regarding graduate program admissions and the policy around deferrals, previously stated funding offers, revised admission start dates, and the conditions thereof for graduate students.
Executive Summary (outline the specific item – and remember your audience)	Admission deferrals are of heightened importance now in light of the complications with COVID-19 and students being unable to come to Canada to start their programs, and for all students who simply would rather wait to do so until in-person learning and research can take place again. Additional clarity was required around this policy since it has implications for students, departments and faculty members. Language informing this administrative procedure was included in two separate locations: the U of A Calendar and the FGSR Graduate Program Manual. This item brings together these two sources of information. It was also reviewed and updated to provide additional clarity. Note that there was discussion at FGSR Council that required the inclusion of editorial clarifying language. These amendments do not change the intentions of the policy, but have been made as the proposal moves forward.
Supplementary Notes and context	<this by="" for="" governance="" is="" only="" outline="" process.="" section="" to="" university="" use=""></this>



Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	 GEFAC -Oct. 22, 2020 (Discussion) PRC - Dec. 2, 2020 (Discussion)
Approval Route (Governance) (including meeting dates)	 PRC - Jan. 6, 2021 (Approval) FGSR Council - Jan. 20, 2021 (Approval) GFC Programs Committee, February 11, 2021 GFC Executive Committee, March 8, 2021 General Faculties Council, March 22, 2021

Strategic Alignment

Strategic Alignment		
Alignment with For the Public Good	Objective 21: Encourage continuous improvement in planning, and stewardship systems, pr students, faculty, staff, and the instituti strategic goals.	ocedures, and policies that enable
Alignment with Core Risk Area	Please note below the specific institution addressing. X Enrolment Management Faculty and Staff Funding and Resource Management IT Services, Software and Hardware Leadership and Change	□ Relationship with Stakeholders □ Reputation □ Research Enterprise □ Safety X Student Success
Legislative Compliance and jurisdiction	☐ Physical Infrastructure Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy	

Attachments:

1. Calendar Language Change - Graduate Admissions Language

Prepared by: Brooke Milne, Vice-Provost and Dean, FGSR

graddean@ualberta.ca



FACULTY OF GRADUATE STUDIES AND RESEARCH

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

Item: Changes to Graduate Admissions Language around Deferrals, Previously Stated Funding Offers and Revised Admission Start Dates.

Date: Jan. 13, 2021

2021-2022 University of Alberta Proposed Calendar Graduate Program Changes:

CURRENT text from the 2020-2021 calendar	PROPOSED
Regulations of the Faculty of Graduate Studies and Research	Regulations of the Faculty of Graduate Studies and Research
[]	[]
.Graduate Admission	Graduate Admission
The decision to admit an applicant to a graduate program is made by that program.	The decision to admit an applicant to a graduate program is made by that program.
Official Admission Letters are issued by the Faculty of Graduate Studies and Research. Offers of admission are only valid for the term and program specified on the admission letter.	Official Admission Letters are issued by the Faculty of Graduate Studies and Research. Offers of admission are only valid for the term and program specified on the admission letter.
	Funding offers are only guaranteed for the entry term that is stated on the offer letter. If a student does not register in the term noted, then they risk forfeiting the funding offer due to the availability of the funding, the rules of any funding-granting agencies, and the discretion of the department and supervisor. Note: there may be additional conditions required by the student's academic unit. Students should check with their academic unit for further details.
Once admitted, students are required to provide official transcripts from all accredited postsecondary institutions that they have attended. See Admission with Conditions.	Once admitted, students are required to provide official transcripts from all accredited postsecondary institutions that they have attended. See Admission with Conditions.
In order to be eligible for scholarships, students must provide official transcripts from all accredited postsecondary institutions that they have attended.	In order to be eligible for scholarships, students must provide official transcripts from all accredited postsecondary institutions that they have attended.
Official documents must be sent directly from the postsecondary institution to the Faculty of Graduate Studies and Research.	Official documents must be sent directly from the postsecondary institution to the Faculty of Graduate Studies and Research.

All documents submitted to the Faculty of Graduate Studies and Research in support of an application for admission become the property of the Faculty of Graduate Studies and Research and will not subsequently be released or copied except to other University of Alberta offices, at the request of the student.

In accordance with the University's Admissions Policy, all admission decisions are final and there is no formal appeal to any body or person within the Faculty or the University.

Graduate students are not required to pay a tuition deposit.

Admission with Conditions

In certain circumstances, the Faculty of Graduate Studies and Research or the academic unit may impose conditions on an applicant's admission. Such circumstances include academic qualifications that are difficult to assess or below the minimum standards required by the program.

The conditions will be clearly stated in the admission letter followed by the statement that if the student fails to satisfy the stated conditions by the required deadlines, the student may not be allowed to continue in the program.

Examples of admission conditions include:

- receipt of official documents from all accredited postsecondary institutions
- successful completion of a specific English Language Proficiency test.
- the requirement to take a specific set of courses, and achieve certain grades, or grade point averages, within a specified time.

An applicant who has met some or all of their admission conditions prior to arrival at the University of Alberta may request confirmation of the fact from the FGSR.

In the absence of exceptional circumstances, students admitted with conditions will not be permitted to register in

All documents submitted to the Faculty of Graduate Studies and Research in support of an application for admission become the property of the Faculty of Graduate Studies and Research and will not subsequently be released or copied except to other University of Alberta offices, at the request of the student.

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Examples of admission conditions include:

- receipt of official documents from all accredited postsecondary institutions
- successful completion of a specific English Language
 Proficiency test
- the requirement to take a specific set of courses, and achieve certain grades, or grade point averages, within a specified time.

If an applicant whose admission at the U of A is conditional based on completing another degree program, or another degree program is a prerequisite of their admission to the new program, and the applicant has not yet completed their previous degree program at the time they submit their application or accept their offer of admission, they must have done so by the time they first register in their new program at this university (see Conditional Admission to a Concurrent Graduate Program). If they have not, their application will be subject to a reassessment.

An applicant who has met some or all of their admission conditions prior to arrival at the University of Alberta may request confirmation of the fact from the FGSR.

In the absence of exceptional circumstances, students admitted with conditions will not be permitted to register in

900-level project courses until the conditions have been cleared.

In no circumstances will students admitted with conditions be permitted to register in directed reading courses until the conditions have been cleared.

If a student meets all of the conditions of admission, they may continue in the program; if not, the department will recommend, in writing, one of the following to the Dean, FGSR:

- 1. That the deadline for meeting the unfulfilled condition(s) be extended, with no new conditions being imposed.
- 2. That the student be granted another term with conditions. This recommendation must include (a) an indication of how the Failure in or Failure to Complete a Course in the first term of registration will be managed (see Failure in or Failure to Complete a Course or Research Work of the University Calendar) and (b) specification of a minimum number of graduate-level courses which are to be taken by the student and the minimum academic performance required.
- That the student not be permitted further registrations in the program. This written recommendation to the Faculty of Graduate Studies and Research must include a rationale for this decision.

Any student who does not meet the conditions of a second term of registration will not be permitted to continue in the program.

Readmission

Students who fail to keep the program active through required registration will be considered to have withdrawn from their program. See Maintenance of Registration.

If they wish to resume work on their program, they must apply for readmission and have their program reassessed in terms of the regulations in force at the time of reapplication. There is no guarantee of readmission. If a student is recommended for readmission, a Readmission Fee will be assessed in addition to the fees assessed in the usual manner.

[...]

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In no circumstances will students admitted with conditions be permitted to register in directed reading courses until the conditions have been cleared.

If a student meets all of the conditions of admission, they may continue in the program; if not, the academic unit will recommend, in writing, one of the following to the Dean, FGSR:

- That the deadline for meeting the unfulfilled condition(s) be extended, with no new conditions being imposed.
- 2. That the student be granted another term with conditions. This recommendation must include (a) an indication of how the Failure in or Failure to Complete a Course in the first term of registration will be managed (see Failure in or Failure to Complete a Course or Research Work of the University Calendar) and (b) specification of a minimum number of graduate-level courses which are to be taken by the student and the minimum academic performance required.
- That the student not be permitted further registrations in the program. This written recommendation to the Faculty of Graduate Studies and Research must include a rationale for this decision.

Any student who does not meet the conditions of a second term of registration will not be permitted to continue in the program.

Readmission

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If they wish to resume work on their program, they must apply for readmission and have their program reassessed in terms of the regulations in force at the time of reapplication. There is no guarantee of readmission. If a student is recommended for readmission, a Readmission Fee will be assessed in addition to the fees assessed in the usual manner.

Revised Admission–Changes to Admission Start Date

If a student submits an application but cannot be physically present on their proposed program start date, the academic

unit has the discretion to change the applicant's proposed start term for up to one year from the original start date. Such a change would constitute a deferral and the above noted policies regarding deferrals will apply accordingly. (See: Graduate Admissions <LINK>)

A student who defers their original program start date by 12 or more months will fall within a new fee cohort in accordance with the Province of Alberta's legislation. Should this be the case, the student's tuition will be assessed in accordance with a revised tuition and fee guarantee for that academic year.

Normally, if the academic unit wants to extend the start date beyond one year (i.e. greater than 12 months), the applicant will complete a new Application for Graduate Admission, thus providing any new information on their education pursued/completed since the first application; another application fee will be required to process the new application.

Requesting a Revised Admission Start Date

If the student's request for a revised admission date is made to the Faculty of Graduate Studies and Research (FGSR), the FGSR will forward the student's request to the academic unit. If the academic unit agrees to the student's request, it will send a memo to FGSR noting that approval and the revised program start date. The FGSR will then send the student a revised admission letter.

If the student's request for a revised admission date is made to the academic unit and is subsequently approved, it will send a memo that notes the approval and revised program start date to the FGSR. The FGSR will then send the student a revised admission letter.

[...]

Justification:	
Approved by	:



FINAL Item No. 6

Governance Executive Summary Action Item

Agenda Title	Proposal from the Faculty of Science to Add CHEM 103 and CHEM
	105, Introductory University Chemistry I and II, to the List of Courses with Consolidated Exams

Motion

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the addition of CHEM 103 and CHEM 105, Introductory University Chemistry I and II, to the list of courses with Consolidated Final Examinations, as submitted by the Faculty of Science, to take effect 2021-2022.

Item

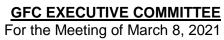
Action Requested	
Proposed by	Department of Chemistry, Faculty of Science
Presenter(s)	Alex Brown (Professor, Department of Chemistry) and Gerda de Vries
	Associate Deans, Faculty of Science

Details

Office of Administrative Responsibility The Purpose of the Proposal is (please be specific) Executive Summary (outline the specific item – and remember your audience) The Formulation of consolidated exams in two large enrolment courses – 1200 students). Introduction of consolidated exams in CHEM 103 and CHEM 105 is strong measure to help achieve greater consistency in evaluation across sections of the same course and to insure that the same lead outcomes are met for all sections. The proposal is before the committee to add CHEM 103 and 105 to list of courses for which consolidated final exams are scheduled. CHEM 103 and CHEM 105 are Introductory Chemistry courses for engineering students. The Faculty of Engineering has requested the consolidated exams be implemented into CHEM 103 and CHEM 10 line with recommendations from their accreditation review. Exams a Timetabling will be impacted because they will need to operationalist the request for consolidated exams in two large enrolment courses – 1200 students). Introduction of consolidated exams in CHEM 103 and CHEM 105 is strong measure to help achieve greater consistency in evaluation across sections of the same course and to insure that the same lead outcomes are met for all sections. The initial requirement for 2021/2022 will be for consolidated exams	
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the Fall term to accommodate roughly 1000- 1150 students in CHE 103 and in the winter term to accommodate roughly 900 – 1000 students in CHEM 105.	
Supplementary Notes and <this by="" for="" governance="" is="" only="" outline<="" section="" td="" to="" university="" use=""><td></td></this>	
context governance process.>	

Engagement and Routing (Include meeting dates)

	Those who are actively participating:
Consultation and Stakeholder	Faculty of Science
Participation	Faculty of Engineering
	Office of the Registrar (Timetabling)



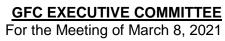


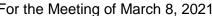
(parties who have seen the	Those who have been consulted :
proposal and in what capacity)	Faculty of Science
	Faculty of Engineering
<for information="" on="" td="" the<=""><td>RO Timetabling</td></for>	RO Timetabling
protocol see the Governance	
Resources section Student	Those who have been informed:
Participation Protocol>	•
Approval Route (Governance)	GFC Executive Committee – March 8, 2021
(including meeting dates)	

Strategic Alignment

Alignment with For the Public	Please note the Institutional Strategic Plan objective(s)/strategies the	
Good	proposal supports.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is	
Alignment with oole Nisk Alea	addressing.	
	☐ Enrolment Management	☐ Relationship with Stakeholders
	<u> </u>	·
	⊠ Faculty and Staff	☐ Reputation
		☐ Research Enterprise
	☐ IT Services, Software and Hardware	☐ Safety
	☐ Leadership and Change	
	☐ Physical Infrastructure	
Legislative Compliance and jurisdiction		
	Executive Committee prior to scheduling or conducting a consolidated	
	final examination."	

Prepared by: Dr. Christie McDermott, Assistant Chair (Student Services), Chemistry, christie.mcdermott.ualberta.ca









FINAL Item No. 11

Governance Executive Summary Discussion and Action Item

Agenda Title	Report of the Committee of the Whole on Collegial Governance at
	the University of Alberta in Light of December Events at General
	Faculties Council (GFC) and the Board

Motion

THAT General Faculties Council (GFC) Executive Committee, recommend that GFC reaffirm its commitment for equal participation of its members regardless of their position within the University and reaffirm their ability to raise their concerns within the mandate of GFC, as set out in Attachment 1.

Item

Action Requested		
Proposed by	The Committee of the Whole of the GFC	
Presenter(s)	Bill Flanagan, President and Vice-Chancellor, Chair of the GFC	

Details

Details		
Office of Administrative Responsibility	University Governance	
The Purpose of the Proposal is (please be specific)	The purpose of this proposal is to inform GFC on the actions taken as a result of the recommendations of the report of the committee of the whole on February 8, 2021, and to support decision-making as a result of the report.	
Executive Summary (outline the specific item – and remember your audience)	On February 8, 2021, the issue of Collegial Governance in light of the December events at General Faculties Council (GFC) and the Board of Governors was referred to a committee of the whole. The Committee recommended that:	
	 the agenda for the meeting of February 22nd include an item for GFC to determine a process for developing its position on metrics. the chair of GFC consult with the chair of the Board of Governors about the development of joint committees between GFC and the Board, that their Terms of Reference be ratified by GFC, and that they indicate that both have discussions on areas of overlap. 	
	3. the GFC develop a set of procedures for enabling a meaningful consultation process, including potentially, but not limited to: further publicizing the meetings, agendas, and minutes of GFC and all its committees through the UoA mailing lists; opening the meetings to the public through live-streaming; and establishing a standard way for the community to provide input on all agendas and minutes.	
	there be a formal review of the consultations and action processes for academic restructuring in the Fall of 2020. The goal of the review would be to make recommendations to improve communication and decision-making processes of the	



- GFC and the University going forward. The review should be conducted by a group elected by GFC and report to the GFC and the Board of Governors.
- GFC reaffirm its commitment for equal participation of members regardless of their position within the University and their ability to raise their concerns within the mandate of GFC regardless of the concerns of other members.

Recommendation 1 - Metrics

- On February 10, 2021, the GFC Executive Committee considered the recommendation and added the item "Development of a GFC position on metrics associated with academic restructuring" to the GFC agenda for February 22, 2021
- On February 22, 2021, GFC referred the item to the Academic Planning Committee (APC)
- APC will discuss the item at their March 17, 2021 meeting

Recommendation 2 – Joint GFC and Board Committee

 On February 10, 2021, the President and Vice-Chancellor and Chair of GFC informed the Executive Committee of his commitment to consulting with the Board Chair on this recommendation.

Recommendation 3 – Development of Procedures for Meaningful Consultation

- On February 10, 2021, the Executive Committee approved the creation of the Executive ad hoc Governance & Procedural Review Committee to be tasked with review of GFC Guiding Documents and procedures
- On February 22, 2021, GFC was informed that the Exec Adhoc Review Committee would consider this recommendation.

Recommendation 4 – Review of the Consultation and Action Processes for Academic Restructuring

- On February 10, 2021, Executive Committee was informed about this recommendation.
- On February 10, 2021, APC was informed about this recommendation and asked to consider their role.

Recommendation 5 – Commitment to Equal Participation

 On February 10, 2021, Executive Committee was informed about this recommendation and asked to consider action in advance of the March GFC meeting.



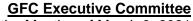
	 On February 22, 2021, GFC was informed by the Chair of the intention to bring a statement for approval to the March 22, 2021 meeting of GFC. On March 8, 2021, Executive Committee is asked to recommend that GFC approve this recommendation in the form of an endorsement of the statements in the Roles and Responsibilities of GFC Members Guiding Document, as set out in Attachment 2. On March 22, 2021, GFC is asked to approve this recommendation in the form of an endorsement of the statements as set out in Attachment 2.
Supplementary Notes and context	<this by="" for="" governance="" is="" only="" outline="" process.="" section="" to="" university="" use=""></this>

Engagement and Routing (Include meeting dates)

Engagement and Routing (Include meeting dates)		
Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <for governance="" information="" on="" participation="" protocol="" resources="" section="" see="" student="" the=""></for>	 Those who are actively participating: Members of GFC Members of the GFC Executive Committee Members of the Executive ad hoc Governance & Procedural Review Committee Members of the GFC Academic Planning Committee The Office of the President and Vice-Chancellor The Office of the Provost and Vice-President (Academic) University Governance The Chair of the Board of Governors 	
Approval Route (Governance) (including meeting dates)	GFC, February 8, 2021 – For approval of the Report of the Committee of the Whole GFC Executive Committee, February 10, 2021 – For information GFC Academic Planning Committee (APC), February 10, 2021 – For information GFC, February 22, 2021 – For discussion of Recommendation 1 and approval of referral of the Item to the Academic Planning Committee GFC Executive Committee, March 8, 2021 – For Recommendation on action relating to recommendation 5 GFC APC, March 17, 2021 – For discussion of Recommendation 1, Development of a GFC position on metrics associated with academic Restructuring GFC, March 22, 2021 – For approval of action relating to recommendation 5	

Strategic Alignment

Alignment with For the Public	Please note the Institutional Strategic Plan objective(s)/strategies the	
Good	proposal supports.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is	
	addressing.	
	☐ Enrolment Management	☐ Relationship with Stakeholders
	☐ Faculty and Staff	☐ Reputation
	☐ Funding and Resource Management	☐ Research Enterprise
	☐ IT Services, Software and Hardware	☐ Safety
	□ Leadership and Change	☐ Student Success



For the Meeting of March 8, 2021



Item No. 11

	☐ Physical Infrastructure	
Legislative Compliance and jurisdiction	Terms of Reference – General Facultie Terms of Reference – GFC Executive C Terms of Reference – GFC Academic I	Committee

Attachments (each to be numbered 1 - 3)

- Attachment 1 (1 page) Reaffirmation of commitment to equal participation of members of GFC
 Attachment 2 (pages 1-3) Roles and Responsibilities of Members

Prepared by: Kate Peters, Secretary to GFC, peters3@ualberta.ca





Item 11 – Attachment 1

Reaffirmation of commitment to equal participation of members of GFC

As the principal academic decision-making body of the university, the mandate of GFC includes responsibility over academic affairs. The membership of GFC is guided by the requirements established in the Post-Secondary Learning Act (PSLA) and the principles approved by GFC. For GFC to be successful in fulfilling its mandate and meeting its responsibilities to the university, it depends on the active engagement of all members of the University community. This responsibility is set out in the GFC Roles and Responsibilities of Members document.

GFC Members are called upon to reaffirm their commitment to equal participation of members by reaffirming the following statement that reflects the <u>Roles and</u>

Responsibilities of GFC Members Guiding Document:

GFC operates under the principle of collegial academic governance. This principle requires a commitment to inclusive and participatory governance decision-making and a desire to facilitate meaningful individual-level engagement in governance processes. To ensure that all members can raise their concerns within the mandate of GFC and uphold this principle, GFC must commit to openness, transparency, and respectful communication. Similarly, GFC must acknowledge that, regardless of their membership category, all members of GFC are afforded the same rights to participate within the body.

This commitment will continue to be reflected in the Roles and Responsibilities Document, approved by General Faculties Council on April 17, 2021. The language approved by GFC will be included in the review of this guiding document and brought back to GFC for final approval.

UNIVERSITY OF ALBERTA UNIVERSITY GOVERNANCE

GENERAL FACULTIES COUNCIL

Roles and Responsibilities of Members

Roles and Responsibilities of Members

Introduction

General Faculties Council (GFC) is the principal academic decision-making body of the university. It is established in the Post-Secondary Learning Act (PSLA) and given authority, subject to the Board of Governors, over the academic affairs of the university.

For GFC to be successful in fulfilling its terms of reference and meeting its responsibilities to the university it depends on the active engagement of its members. GFC has delegated much of its authority for routine matters to standing committees allowing GFC to engage in high level strategic and stewardship policy issues. GFC members have the opportunity to serve on the standing committees that approve matters with the delegated authority from GFC.

GFC operates under the principle of collegial academic governance including:

- A commitment to inclusive and participatory governance decision-making
- A desire to facilitate meaningful individual-level engagement in governance processes
- A commitment to openness, transparency, and respectful communication
- A commitment to responsiveness, respect, and reciprocity between governing bodies and between governing bodies and university administration

Roles and Responsibilities of Members

1. Understand GFC

- 1.1 Members should understand that not all matters under GFC jurisdiction will come before that body for approval. Some decisions are made at the standing committee level as GFC has delegated authority to approve and report on actions taken on certain matters.
- 1.2 The university operates in a bicameral governance system. Members should understand the distinction between the role and responsibilities of GFC and the Board of Governors.

2. Meeting Attendance

- 2.1 Members have a responsibility to attend GFC meetings.
 - a. If a student misses two consecutive meetings, or more than three meetings in one academic year, the Students' Union or the Graduate Students' Association may request that the Chair declare the position vacant.
 - b. If a Faculty representative or a non-student member misses two consecutive meetings or more than three meetings in one academic year without a reason satisfactory to the members of the GFC Executive Committee, the Executive Committee shall declare the position vacant.
- 2.2 Members have a responsibility to serve on GFC committees as appropriate and attend committee meetings.
 - a. If an elected member is absent from three consecutive meetings or is frequently absent without a reason satisfactory to the remaining members of the committee, the Chair shall declare the position vacant.

2.3 Members should advise the GFC Secretary or committee coordinator if they are unable to attend a meeting.

3. Participate in GFC Business

- 3.1 Members should prepare for meetings by reviewing agenda materials in advance that, for open sessions, are publicly available at governance.ualberta.ca
- 3.2 Members should engage in candid and respectful discussion of matters which are brought before GFC and its various bodies
- 3.3 When voting on motions:
 - a. Members must act in good faith with the view to the best interests of the university as a whole. While members may be informed by matters raised by various constituencies, it is the duty of a member to ensure that all constituencies are fairly considered in the process of decision making.
 - b. When notified of an e-vote, members should vote in a timely manner in order to ensure that quorum requirements are met.

4. Manage Conflict of Interest and Act Ethically

- 4.1 Comply with the university's policies and procedures regarding both <u>ethical conduct</u> and <u>conflict of interest</u>. Members must declare conflicts when they arise.
- 4.2 Maintain confidentiality of all information included in closed session meetings.

5. Ask Questions

- 5.1 Information requests may be made of the University Governance office, should members require more information than is provided with the meeting agenda.
- 5.2 If a member wishes to raise a question at GFC within the jurisdiction of the body, a question may be submitted in writing to the GFC Secretary up to six working days before the next GFC meeting to receive a written response.
- 5.3 Every GFC meeting has Question Period as a standing item wherein members may raise a question during the time set aside for this item. Procedures for Question Period are available at governance.ualberta.ca
- 5.4 If a member has a question with regard to an item on the agenda, it may be raised during consideration of that item at the GFC meeting.
- 5.5 If a member wishes to add an item to the agenda for debate, the member should contact the Chair or GFC Secretary for assistance.

6. Communicate Information to Constituents

- 6.1 Members should communicate with their Faculty or constituency regarding agenda items coming before GFC.
- 6.2 Members should communicate with their Faculty or constituency on matters which were discussed/approved at GFC in Open Session.

Approved at General Faculties Council <insert date>



Legislative Compliance and

jurisdiction

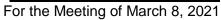
FINAL Item No. 13

Governance Executive Summary Action Item

Action Item		
Agenda Title	Draft Agenda for the Meeting of General Faculties Council	
Motion		
	nittee approve, under delegated authorit 21 meeting of General Faculties Counc	
tem		
Action Requested		
Proposed by	Bill Flanagan, President and Chair, GF	C Executive Committee
Presenter(s)	Bill Flanagan, President and Chair, GF	
Details		
Responsibility	GFC Executive Committee	
The Purpose of the Proposal is	To approve the Agenda for the Genera	al Faculties Council meeting to be
(please be specific)	held on Monday, March 22, 2021.	
Executive Summary	The GFC Executive Committee is resp	
(outline the specific item – and	agenda for all regular and special mee	•
remember your audience)	Council, ensuring items are ready to be	e presented to GFC and are
	ordered and timed appropriately.	
Supplementary Notes		
Engagement and Routing (Include	de meeting dates)	
	Those who are actively participating:	
Consultation and Stakeholder	Bill Flanagan, President and Vice-Cha	
Participation	Committee	mooner and onan, or o excount
(parties who have seen the	Office of the President	
proposal and in what capacity)	Public Health Response Team (PHRT) Chair and lead on the Academic
pp	Impacts Sub-Committee	
	Office of the Provost and Vice-President (Academic)	
	University Governance	
	GFC Executive Committee	
Approval Route (Governance)	GFC Executive Committee – March 8th, 2021	
Strategic Alignment		
Alignment with For the Public	Objective 21	
Good		
Alignment with Institutional	Please note below the specific instituti	onal risk(s) this proposal is
Risk Indicator	addressing.	
	☐ Enrolment Management	☐ Relationship with Stakeholders
	☐ Faculty and Staff	☐ Reputation
	☐ Funding and Resource Management	☐ Research Enterprise
	☐ IT Services, Software and Hardware	□ Safety
	□ Leadership and Change	☐ Student Success
	☐ Physical Infrastructure	

Post-Secondary Learning Act (PSLA)
GFC Executive Committee Terms of Reference







Prepared by: Kate Peters, Secretary to GFC, University Governance

Monday, March 22, 2021 Zoom Virtual Meeting 2:00 PM - 4:00 PM

OPENING SESSION 2:00 – 2:05 p.m.

1. Approval of the Agenda Bill Flanagan

2. Report from the President Bill Flanagan

CONSENT AGENDA 2:05 – 2:10 p.m.

[If a member has a question or feels that an item should be discussed, they should notify the Secretary to GFC, in writing, two business days or more in advance of the meeting so that the relevant expert can be invited to attend.]

Bill Flanagan

- 3. Approval of the Open Session Minutes of February 22, 2021
- 4. New Members of GFC
- Proposed Changes to Graduate Admissions Regulations, Faculty of Graduate Studies and Research

Motion: To Approve

EARLY CONSULTATION 2:10 - 2:50 p.m.

6. Teaching, Learning, and Evaluation Policy Wendy Rodgers
John Nychka

7. Faculty of Graduate Studies and Research (FGSR) Supervisory Brooke Milne Initiatives

DISCUSSION & ACTION ITEMS 2:50 – 3:00 p.m.

8. Recommendations of the Committee of the Whole Bill Flanagan Motion: To Approve

DISCUSSION ITEMS 3:00 – 4:00 p.m.

9. COVID UpdateFall, 2021Andrew SharmanMelissa Padfield

10. Question Period Bill Flanagan

INFORMATION REPORTS

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

- 11. Report of the GFC Executive Committee
- 12. Report of the GFC Academic Planning Committee
- 13. Report of the GFC Programs Committee
- 14. GFC Nominations and Elections
- 15. Report of the Board of Governors
- 16. Information Items
 - A. Public Report on the University of Alberta Equity, Diversity and Inclusivity Employee Census
 - B. University of Alberta Museums Annual Report
- 17. Information Forwarded to GFC Members Between Meetings (no items to date)

CLOSING SESSION

18. Adjournment

- Next Meeting of General Faculties Council: April 27, 2021

Presenter(s):

Melissa Padfield Vice-Provost and Registrar

Bill Flanagan President and Vice-Chancellor, University of Alberta

Brooke Milne Vice-Provost and Dean

Todd Gilchrist Vice-President (University Services and Finance)

Andrew Sharman Vice-President (Facilities and Operations)
Steven Dew Provost and Vice-President (Academic)

Wendy Rodgers Deputy Provost

John Nychka

Vice-Provost (Learning Initiatives), Chair GFC Committee on the Learning

Environment

Documentation was before members unless otherwise noted.

Meeting REGRETS to: Heather Richholt, 780-492-1937, richholt@ualberta.ca Prepared by: Kate Peters, 780-492-4733, peters3@ualberta.ca

University Governance www.governance.ualberta.ca