



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

General Faculties Council
Executive Committee
Approved Open Session Minutes

Tuesday, May 20, 2014
Room 2-31, South Academic Building (SAB)
3:00 PM - 5:00 PM

ATTENDEES:

Voting Members:

Carl Amrhein	Chair (Delegate), President
Lisa Collins	Member, Vice-Provost and University Registrar
Colin More	Member, Graduate Students' Association Vice-President (Academic)
Norma Nocente	Member, Academic Staff, Member of GFC
Kathryn Orydzuk	Member, Vice-President (Academic), Students' Union
Steve Patten	Member, Academic Staff, Member of GFC
Sean Robertson	Member, Academic Staff, Member of GFC
Wendy Rodgers	Member, Academic Staff, Member of GFC
Mirko van der Baan	Member, Academic Staff, Member of GFC
Jonathan White	Member, Academic Staff, Member of GFC

Presenter(s):

Carl Amrhein	Provost and Vice-President (Academic) and Chair, GFC Executive Committee
Garry Bodnar	Director of General Faculties Council (GFC) Services and Secretary to GFC
Kathleen Brough	Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)
Lisa Collins	Vice-Provost and University Registrar
Scott Delinger	Information Technology Strategic Initiatives Officer, Office of the Provost and Vice-President (Academic)
Tom Hidson	Assistant Registrar (Records, Registration and Fees), Office of the Registrar
John Kennelly	Dean, Faculty of Agricultural, Life and Environmental Sciences
Wade King	Advisor, Safe Disclosure and Human Rights
Mary Persson	Associate Vice-President (Audit and Analysis)
Joanne Profetto-McGrath	Acting Dean, Faculty of Nursing
Catherine Swindlehurst	Director, Office of the President

Staff:

Garry Bodnar, Director, General Faculties Council (GFC) Services and Secretary to GFC
Marion Haggarty-France, University Secretary

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

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

Motion: Robertson/More

THAT the GFC Executive Committee approve the Agenda.

CARRIED

2. Approval of the Open Session Minutes of April 7, 2014

Materials before members are contained in the official meeting file

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

Motion: Nocente/Robertson

THAT the GFC Executive Committee approve the Minutes of April 7, 2014.

CARRIED

3. Comments from the Chair

The Chair commented on a number of relevant items to members. In particular, Dr Amrhein reported on his recent trip to Asia which had a particular focus on post-educational systems in China and India, both of which are experiencing massive change.

ACTION ITEMS

4. Proposed Changes to the UAPPOL Vice-Presidential Search and Review Procedures and the Search Procedure for Vice-Presidents (Appendix A): Committees for Vice-Presidents Position Definitions and Eligibility (UAPPOL)

Materials before members are contained in the official meeting file.

Presenter: Catherine Swindlehurst, Director, Office of the President

Purpose of the Proposal: Revisions are proposed to the Vice-Presidential Search and Review Procedures and the Search Procedure for Vice-Presidents (Appendix A): Committees for Vice-Presidents Position Definitions and Eligibility in UAPPOL to reflect previously-approved staff categories and advancements in voting technologies utilized by University Governance in relation to managing elections for Search and Review Committees for Vice-Presidents. The final proposed change is related to the fact *Folio* is no longer published by the University, but there is still a need to ensure all academic staff are apprised of the replenishment of these search/review committees at the time they are struck by the President. The proposed revisions also serve to make current the Vice-Presidential Search and Review Procedures and the Search Procedure for Vice-Presidents (Appendix A): Committee for Vice-Presidents Position Definitions and Eligibility within UAPPOL.

Discussion:

Dr Swindlehurst introduced the item to members. She noted that the changes set out for this particular set of UAPPOL procedures were very similar to those members had reviewed with regard the UAPPOL Presidential search/review procedures at their meeting in December, 2013. In addition, these particular

revisions addressed the method by which those with oversight of Vice-Presidential searches/reviews would communicate with the wider community—this was particularly important given the University campus publication, *Folio*, would no longer be published in hard copy. Dr Swindlehurst concluded her remarks by stating she was of the opinion there were no substantive changes being made to these procedures but, instead, they were largely housekeeping/editorial in nature.

During the discussion regarding this proposal, a member suggested there was a lack of clarity in the following text which appeared on both pages 2 and 8 of the material before the Committee: “[Section 2.a.]iii – At least two weeks must elapse from the day the Secretary (or delegate) first notifies the academic staff of the call for nominations. ~~between the day the advertisement appears in *Folio* and the deadline for receipt of nominations (or from the day the Secretary (or delegate) notifies the academic staff).~~” Dr Swindlehurst concurred and, with the agreement of members, a ‘friendly amendment’ was made to this text so that it read, as follows: “[Section 2.a.]iii – At least two weeks must elapse from the day the Secretary (or delegate) first notifies the academic staff of the call for nominations ~~between the day the advertisement appears in *Folio* and the deadline for receipt of nominations (or from the day the Secretary (or delegate) notifies the academic staff).~~”

Motion: van der Baan/Robertson

THAT the GFC Executive Committee, under delegated authority from General Faculties Council (GFC), recommend to the Board Human Resources and Compensation Committee (BHRCC) the proposed changes to the Vice-Presidential Search and Review Procedures and the Search Procedure for Vice-Presidents (Appendix A): Committees for Vice-Presidents Position Definitions and Eligibility in UAPPOL, as amended, to take effect upon final approval by the Board of Governors.

CARRIED

5. Proposed Changes to Section 23.9.2 (Academic Regulations/Student Records/Academic History (Transcript) Records) of the University Calendar – Removal of the Basis of Admission from the University of Alberta Student Transcript

Materials before members are contained in the official meeting file.

Presenter(s): Lisa Collins, Vice-Provost and University Registrar; Tom Hidson, Assistant Registrar (Records, Registration and Fees), Office of the Registrar

Purpose of the Proposal: The Office of the Registrar is proposing the removal of the ‘Basis of Admission’ from the University of Alberta student transcript. The Association of Registrars of the Universities and Colleges of Canada’s (ARUCC) *National Transcript Guide For Use in Canadian Postsecondary Institutions* outlines best practices for post-secondary institutions in relation to their transcript. From Section III.3 (Basis of Admission), it reads: “elements defining previous educational background, be it at the secondary school or equivalent level or at the postsecondary level (college or university studies), including standard test scores, are essential for the database, but are not recommended for the transcript.” The Office of the Registrar’s research has indicated that nine of the U15 Group of Canadian Research Universities do not include the ‘Basis of Admission’ on their transcripts. Faculty input was solicited regarding the impact of such a change.

Discussion:

Ms Collins introduced the item to members by stating that the proposed removal of the ‘Basis of Admission’ from the student’s academic transcript would be consistent with what was now viewed as best practice by ARUCC and in line with how transcripts were being prepared now by many of the University’s peer group of Canadian post-secondary institutions. She noted that, in the Office of the Registrar’s experience, the

inclusion of the 'Basis of Admission' had actually created for some individuals problems with the interpretation of a student's academic transcript that could have been avoided completely if this information, now deemed unnecessary for the record, had not be included therein.

Motion: Rodgers/More

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council (GFC), proposed changes to Section 23.9.2 (Academic Regulations/Student Records/Academic History (Transcript) Records) of the University Calendar regarding the removal of the 'Basis of Admission' from the University of Alberta student transcript, as submitted by the Office of the Registrar and as set forth in Attachment 1, to take effect upon final approval.

CARRIED

6. Proposed Changes from the Office of the Registrar to Section 23.9.2 (Academic Regulations/Student Records/Academic History (Transcript) Records) of the University Calendar – Preparation of Electronic (Official) Transcripts

Materials before members are contained in the official meeting file.

Presenter(s): Lisa Collins, Vice-Provost and University Registrar; Tom Hidson, Assistant Registrar (Records, Registration and Fees), Office of the Registrar

Purpose of the Proposal: The Office of the Registrar must change the manner in which transcripts are transmitted to other Campus Alberta institutions due to an Apply Alberta (Government of Alberta Post-Secondary Application System) requirement. Transcripts of Alberta post-secondary students applying to another Campus Alberta institution must now be sent through secure electronic means. These electronic transcripts will not bear the signature of the Registrar nor by virtue of the electronic nature of the transcript will they be printed on security paper.

Discussion:

Ms Collins presented this proposal to members, providing a brief overview of the rationale underlying this initiative.

During the discussion regarding this proposal, a member queried as to whether or not the University received from or forwarded electronic transcripts to other jurisdictions beyond those covered by Apply Alberta and, if this were the case, suggested that the proposed wording might be viewed as too restrictive or limiting in nature. Ms Collins responded that the University did provide electronic transcripts to other jurisdictions (and, also, received them) and agreed the wording should likely be altered to acknowledge this. Dr Amrhein suggested that the proposed wording before members, which currently read as "[...] security paper or alternatively transmitted securely to Apply Alberta (Alberta Post-Secondary Application System) post-secondary institutions[.]" be revised to read, as follows: "[...] on security paper or alternatively transmitted by mutual agreement." The proposers and members of the GFC Executive Committee agreed to treat this adjusted text as a 'friendly amendment'.

Motion: van der Baan/Rodgers

That the GFC Executive Committee approve, under delegated authority from General Faculties Council (GFC), the proposed changes to Section 23.9.2 (Academic Regulations/Student Records/Academic History (Transcript) Records) regarding preparation of electronic (official) student transcripts, as submitted by the Office of the Registrar and as set forth in Attachment 1, as amended, to take effect upon final approval.

CARRIED

7. Proposed Parchment Wording for the Bachelor of Science in Environmental and Conservation Sciences (BSc ENCS) Degree Offered in Partnership with Yukon College

Materials before members are contained in the official meeting file.

Presenter(s): Lisa Collins, Vice-Provost and University Registrar; John Kennelly, Dean, Faculty of Agricultural, Life and Environmental Sciences

Purpose of the Proposal: To adjust the wording of the program-specific University parchment to reflect and recognize the unique partnership the University of Alberta has with Yukon College in the Bachelor of Science in Environmental and Conservation Sciences (BSc ENCS) degree by adjusting the wording on the University of Alberta parchment for graduates of this program.

Discussion:

Ms Collins introduced the item to members. She commented that this proposal was very similar to one the GFC Executive Committee had considered from the Office of the Registrar (with the support of the Faculty of Graduate Studies and Research and the Faculty of Education) in February of 2012 for proposed parchment wording for cohorts of students receiving the Master of Education (MEd) in Indigenous Peoples' Education in partnership with Blue Quills First Nations College. With the GFC Executive Committee's approval on that occasion of this proposal, Ms Collins noted an important precedent had been set for altering University of Alberta degree parchments to reflect special, highly-collaborative partnerships with other post-secondary institutions.

Dr Kennelly continued by speaking to the history of the BSc ENCS program offered by the University of Alberta at Yukon College, noting that this was a very strong partnership. He commented that this program also resulted last year in the first baccalaureate degree being conferred in Canada north of the 60th parallel. The program serves, he noted, to build capacity in Canada's North by providing many Aboriginal peoples of varying backgrounds with the opportunity to pursue post-secondary education where they might not otherwise have the opportunity to do so. He concluded his remarks by stating that the revised parchment wording for this degree would be a clear outward recognition of this very committed and successful partnership between the University and the College and of the University's clear commitment to the North.

Ms Collins briefly noted that this proposal had the full support of Yukon College and the Council of the Faculty of Agricultural, Life and Environment Sciences.

A member asked if it would be possible to reissue the parchment for the individual who had already received this degree last year. Ms Collins stated this could be done and, given the circumstances, would be an entirely appropriate thing to do.

A member queried whether or not graduands of the BSc ENCS program at Yukon College also received a degree parchment from the College. Dr Kennelly responded by stating that, given this was a University of Alberta program, students would receive only a University-issued parchment.

Motion: Robertson/More

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council (GFC), the proposed parchment wording for cohorts of students receiving the Bachelor of Science in Environmental and Conservation Sciences (BSc ENCS) degree in partnership with Yukon College, as submitted by the Office of the Registrar and as set forth in Attachment 1, to take effect upon approval.

CARRIED

8. Proposed Bachelor of Science (BSc) in Nursing - Post RN (Registered Nurse) Degree Program Termination

Materials before members are contained in the official meeting file.

Presenter: Joanne Profetto-McGrath, Acting Dean, Faculty of Nursing

Purpose of the Proposal: To terminate the Bachelor of Science (BSc) in Nursing - Post RN (Registered Nurse) degree program. Admissions/transfer to this program have been suspended since September 1, 2011. The remaining students will complete the program in Fall Term 2014 so the program can then be terminated, effective January 1, 2015.

Discussion:

Acting Dean Profetto-McGrath introduced the item to members by providing the underlying rationale for this proposal. She noted that demand for this particular program offering had diminished drastically in recent years as more and more registered nurses were retiring from the profession. She noted the academic credential standard for those entering the nursing profession now was clearly the Bachelor of Science (BSc) in Nursing degree.

In response to a member's question as to whether or not any students would be adversely affected by the termination of this program, Dr Profetto-McGrath indicated this would not be the case and that, for the very few students remaining in this program and expected to complete their requirements in the Fall Term, 2014, every reasonable accommodation had been made with and for those students.

Motion: Rodgers/Patten

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council (GFC), the proposal for termination of the Bachelor of Science (BSc) in Nursing - Post RN (Registered Nurse) Degree Program, as submitted by the Faculty of Nursing and set forth in Attachment 1, to take effect January 1, 2015.

CARRIED

9. Electronic Universal Student Ratings of Instruction (eUSRI) System – Proposed Revisions to Section 111.3 (Teaching and Learning and Teaching Evaluation/Universal Student Ratings of Instruction) of the GFC Policy Manual

Materials before members are contained in the official meeting file.

Presenter(s): Scott Delinger, Information Technology Strategic Initiatives Officer, Office of the Provost and Vice-President (Academic); Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

Purpose of the Proposal: To introduce the use of electronic delivery of the Universal Student Ratings of Instruction (USRI) via proposed changes to GFC Policy Manual Section 111.3 (Teaching and Learning and Teaching Evaluation/Universal Student Ratings of Instruction). Upon approval, the electronic USRI (eUSRI) system will be the only method by which the USRI evaluation tool is delivered.

Discussion:

Dr Delinger presented the item to members by providing the rationale for this initiative. He noted that, with the electronic, rather than paper-based, delivery of USRI, it was necessary to modify existing institutional policy to accommodate this change in the method of delivery. He noted that eUSRI had been deployed over the past two years by means of a series of pilot projects conducted in specific Faculties. The results of these projects, in turn, had been shared extensively with the GFC Committee on the Learning Environment (CLE) and had been posted, as well, on the Associate Vice-President (Information Technology) website. He commented that there had been, within the academy, significant 'uptake' on this; that there had been appreciable changes in the results generated by the collection of data from USRI; and that the data collected had been carefully analysed by his Office.

Dr Amrhein spoke to the nature of pilot projects generally and noted they were tools used by the Administration to determine whether or not particular initiatives would work successfully or not. He stated two Faculty Councils had expressed unanimous support for the implementation of and continuing use of eUSRI but had been instructed by his Office that, until the necessary policy revisions were in place to accommodate eUSRI usage, they could not continue to utilize this method of delivery beyond this past Winter Term.

Further, Dr Amrhein commented that the Association of Academic Staff – University of Alberta (AASUA) initially had expressed concerns with the implementation of eUSRI but, as discussions with the Association continued, it became clear that their concerns were centred more on USRI methodology rather than the means by which existing USRI were delivered administratively to students. Ms Brough noted that, as a result of ongoing discussion with AASUA, she could report now that the Association was in favour of the specific policy changes currently before members but still was not happy with the USRI 'tool'. She stated the Students' Union (SU) had lent their support to this initiative, as well.

Ms Orydzuk noted that the SU indeed was excited by the use of eUSRI across the academy but felt it important that analyses of the system continue to be performed over the coming year and a report on implementation come back to the GFC Executive Committee for review. Dr Amrhein suggested that the GFC Executive Committee request the Administration provide such a report, generated in a year's time, to GFC CLE in the first instance and charge this GFC standing committee with tracking this issue accordingly and on an on-going basis. Members, including Ms Orydzuk, agreed this was acceptable follow-up.

A member asked for clarification on what the main concerns of AASUA had been on this matter. In response to this query, the Committee engaged in some detailed discussion with regard to the issues raised by the Association and how they had been addressed by the Provostry. Dr Amrhein noted that, in particular, AASUA had expressed concern that appropriate governance processes be followed and an appropriate level of due diligence be followed in the use of eUSRI rather than simply transitioning the previous pilot projects into ongoing deployment.

During the remaining discussion regarding this proposal, members provided several comments and questions, including, but not limited to: clarification around anonymity provisions set out in GFC Policy Manual Section 111.3.D; clarification with regard to the intent of the current policy set out in Section 111.3.H; and a query as to why instructors were not permitted to review their colleagues' USRI results.

Motion: More/Collins

THAT the GFC Executive Committee recommend to General Faculties Council (GFC) proposed revisions to Section 111.3 (Teaching and Learning and Teaching Evaluation/Universal Student Ratings of Instruction) of the GFC Policy Manual, as submitted by the Acting Vice-Provost and Associate Vice-President (Information Technology) and set forth in Attachment 1, to take effect upon final approval.

CARRIED

10. Draft Agenda for the June 2, 2014 Meeting of General Faculties Council (GFC)

Materials before members are contained in the official meeting file.

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

Purpose of the Proposal: To approve the Agenda for the next General Faculties Council (GFC) meeting to be held on Monday, June 2, 2014.

Discussion:

Dr Amrhein spoke to this item by stating that, at the current time, there was no pressing business to bring forward to GFC for its consideration. He had asked that the proposal regarding proposed changes to University policy to accommodate the use of electronic Universal Student Ratings of Instruction (eUSRI), now recommended to Council by the GFC Executive Committee, be considered by GFC at its first meeting in the Fall—this would ensure that there was solid representation at the meeting from both students and staff, something that could not be guaranteed for and at a meeting in early June.

Motion: Collins/White

Opposed: Orydzuk

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the cancellation of the June 2, 2014 meeting of General Faculties Council (GFC).

CARRIED

DISCUSSION ITEMS

11. Proposed Ethical Conduct and Safe Disclosure Procedure (in UAPPOL)

Materials before members are contained in the official meeting file.

Presenter(s): Mary Persson, Associate Vice-President (Audit and Analysis); Wade King, Advisor, Safe Disclosure and Human Rights

Purpose of the Proposal: To institute procedures that support the existing UAPPOL Safe Disclosure and Ethical Conduct Policy and to provide greater clarity on how members of the University community are to address matters raised under the Safe Disclosure and Ethical Conduct Policy.

Discussion:

Ms Persson provided a brief rationale for this and the proposed Ethical Conduct and Safe Disclosure Procedures. She stated that these two Procedures will ensure the University of Alberta is in full compliance with the existing UAPPOL Safe Disclosure and Ethical Conduct Policy and Provincial legislation, namely, the Public Interest Disclosure Act.

In response to a query from the Chair as to why two distinct procedures were being proposed when it appeared they were very similar to each other, Ms Persson noted that one Procedure (ie, the Ethical Conduct and Safe Disclosure Procedure) was actually quite broad in nature while the other, the Ethical Conduct and Safe Disclosure Procedure – Disclosure Under the Public Interest Disclosure Act, was much narrower and focussed largely on the named Act. She stated that close examination of the two proposed procedures would reveal their dissimilarities and the subsequent apparent need for establishing two discrete procedures.

12. Proposed Ethical Conduct and Safe Disclosure Procedure – Disclosures Under the Public Interest Disclosure Act (in UAPPOL)

Materials before members are contained in the official meeting file.

Presenter(s): Mary Persson, Associate Vice-President (Audit and Analysis); Wade King, Advisor, Safe Disclosure and Human Rights

Purpose of the Proposal: To comply with the Public Interest Disclosure (Whistleblower Protection) Act and to establish University of Alberta procedures for receiving and reporting on matters related to this Act. This procedure will be located under the existing UAPPOL Safe Disclosure and Ethical Conduct Policy.

Discussion:

As Items 11 and 12 were considered as one item as *per* the Chair, discussion on this matter was included with that for Item 11. See above.

13. Update from the Secretary to General Faculties Council on Reapportionment and Proposed Revisions to Existing Terms of Reference for GFC Standing Committees

Materials before members are contained in the official meeting file.

Presenter: Garry Bodnar, Director of General Faculties Council (GFC) Services and Secretary to GFC

Purpose of the Proposal: For information/discussion.

Discussion:

Mr Bodnar briefly updated members on the recent exercise of reapportioning General Faculties Council (GFC) which had resulted in some slight change in the faculty membership for two Faculties, Engineering and Arts, and some slight change in the undergraduate student membership for two Faculties, Engineering and Medicine and Dentistry. He noted that the Deans of the affected Faculties had been informed of these compositional changes and that the Vice-President (Academic) of the Students' Union (SU), who oversees the election of undergraduate student members to GFC, has similarly been apprised of the changes. In response to a member's question, Mr Bodnar noted that no currently-sitting member of Council would be disenfranchised by these slight modifications to GFC's membership.

In addition, Mr Bodnar reported that he was continuing work on proposed editorial revisions to the Terms of Reference for a number of GFC's standing committees. These changes, he commented, were to ensure the Terms were updated to reflect current 'realities', current staff categories, and to address a range of housekeeping issues. These proposed revisions were likely to be come forward to the GFC Executive Committee for review prior to the early Fall, 2014.

14. Question Period

The Chair thanked members for their accommodation of changing the date of the May, 2014 meeting of the GFC Executive Committee to allow him to be present.

INFORMATION REPORTS

15. Items Approved by the GFC Executive Committee by E-Mail Ballots

There were no items.

16. Information Items Forwarded to Committee Members Between Meetings

- Confirmation of the Date/Time of a Rescheduled Meeting of the GFC Executive Committee in May, 2014 [E-Mailed to Members on April 22, 2014]

- Rescheduling of the May 5, 2014 Meeting of the GFC Executive Committee [E-Mailed to Members on April 17, 2014]

CLOSING SESSION

17. Adjournment

The Chair adjourned the meeting at 4:30 pm.