



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

General Faculties Council
Undergraduate Teaching Awards Committee
Approved Open Session Minutes

Friday, March 08, 2013
2-15 South Academic Building
1:00 PM – 2:30 PM

ATTENDEES:

Voting Members:

Elisabeth Le	Academic Staff Member and Chair, GFC Undergraduate Teaching Awards Committee
Brenda Cameron	Academic Staff Member
Lorenz Sigurdson	Academic Staff Member
Melissa Hartley	Academic Staff Member
Jenna Lee	Undergraduate Student-at-large
Nicholas Monfries	Undergraduate Student-at-large
Lorne Parker	Alumni Member
Janis Sasaki	Alumni Member
Minhao Zeng	Graduate Student-at-large

Presenters:

Laura Connell	Acting Faculty Awards Facilitator, Academic Awards and Ceremonies Office, Office of the Registrar
Marion Haggarty-France	University Secretary
Elisabeth Le	Chair, GFC Undergraduate Teaching Awards Committee

Staff:

Garry Bodnar	Coordinator, GFC Undergraduate Teaching Awards Committee
Marion Haggarty-France	University Secretary
Andrea Patrick	Scribe

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Cameron/Monfries

THAT the GFC Undergraduate Teaching Awards Committee approve the Agenda.
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CARRIED

2. Approval of the Open Session Minutes of June 15, 2012

Materials before members are contained in the official meeting file.

In relation to an item within the Minutes of June 15, 2012, the Chair clarified that there had not been a meeting of GFC UTAC in September, 2012.

Motion: Lee/Monfries

THAT the GFC Undergraduate Teaching Awards Committee approve the Minutes of June 15, 2012.

CARRIED

3. Comments from the Chair

Dr Le commented on a number of relevant issues to members and invited members to introduce themselves.

4. Kick-off and Orientation

There were no documents.

Presenter: Marion Haggarty-France, University Secretary, University Governance

Purpose of the Proposal: To provide new and continuing members of the GFC Undergraduate Teaching Awards Committee with an annual orientation to the legislative and administrative framework in which this standing committee of General Faculties Council (GFC) will operate during the Academic Year 2012-2013.

Discussion:

Ms Haggarty-France welcomed members to the meeting and thanked them for their efforts on behalf of collegial governance at the University of Alberta; she commented that GFC UTAC, in its adjudication of the University's top teaching honours, accomplishes very meaningful work. She thanked Dr Le for her dedication and collaboration with Ms Laura O'Connell, and she thanked Mr Garry Bodnar for his leadership in strategically planning the meetings. She provided a general overview of the orientation process undertaken by University Governance and highlighted the material on the University Governance website.

(Earlier in the meeting, Mr Bodnar gave members a high-level overview of the roles and responsibilities of GFC UTAC and drew members' attention to the resources available to them, through the University Governance website (www.governance.ualberta.ca) as they carry these duties out.)

A member enquired about the voting members of the Committee.

DISCUSSION ITEMS

5. Review of GFC UTAC Adjudication Guidelines

Materials before members are contained in the official meeting file.

Presenter: Elisabeth Le, Chair, GFC University Teaching Awards Committee (GFC UTAC)

Purpose of the Discussion: Discussion of strategies for GFC UTAC's assessment of teaching award

nominations, individually and collectively.

Discussion:

Ms O'Connell explained to members the administrative processes carried out by the Academic Awards and Ceremonies Office (AACO), Office of the Registrar, in support of the work performed by GFC UTAC, particularly in relation to its adjudication of the teaching awards for which this committee has responsibility. She added that her role revolves primarily around ensuring application compliance with award and submission criteria, as set out in the UAPPOL teaching award procedures.

Mr Bodnar briefed members on the history of the awards and briefly outlined the adjudication process. He noted that packages will be couriered to members for review at least one week before the adjudication meeting to be held in mid April, 2013.

During the ensuing discussion, members expressed several comments and questions in relation to these topics, including, but not limited to: the number of questions from potential applicants; whether or not reference letters require signatures; the utilization of the revised submission checklists; the number of applications received; the identification of Faculties not represented in this year's applications; if there is a research component within the award criteria; clarification of the pre-adjudication process; and the possibility that not all awards will be awarded; positive feedback about the Adjudication Guidelines.

Dr Le briefed members on the proposed GFC UTAC Adjudication Guidelines and explained the ranking system to members. Subsequent to the discussion, members agreed the guidelines developed by the Chair were in good order and should be followed accordingly.

6. Question Period

A member enquired about the start time of the meeting on April 12, 2013. Professor Sigurdson noted that he would be late to the next meeting due to a teaching commitment.

A member enquired about the application review process.

INFORMATION REPORTS

7. Items Approved by the Committee by E-Mail Ballots

There were no items.

8. Information Items Forwarded to Committee Members Between Meetings

There were no items.

CLOSING SESSION

9. Adjournment

The Chair adjourned the meeting at 1:45 pm.