



General Faculties Council  
University Teaching Awards Committee  
Approved Open Session Minutes

Friday, June 12, 2015  
2-31 South Academic Building (SAB)  
1:00 PM - 3:00 PM

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**ATTENDEES:**

Voting Members:

Elisabeth Le	Chair, Academic Staff (Categories A1.1, A1.5 or A1.6)
Leanne Garon	Member, U of A Alumni Association Representative
Uwe Hacke	Member, Academic Staff (Categories A1.1, A1.5 or A1.6)
Pierre Lemelin	Member, Academic Staff (Categories A1.1, A1.5 or A1.6)
Paula Marentette	Member, Academic Staff (Categories A1.1, A1.5 or A1.6)
Aleksandra Tymczak	Member, Undergraduate Student-at-large

Presenter(s):

Elisabeth Le	Professor, Faculty of Arts and Chair, GFC University Teaching Awards Committee (UTAC)
Curtis Champagne	Strategic Initiatives Manager, Centre for Teaching and Learning (CTL)

Staff:

Andrea Patrick, Coordinator, GFC University Teaching Awards Committee

**OPENING SESSION**

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

*Presenter:* Elisabeth Le, Professor, Faculty of Arts and Chair, GFC University Teaching Awards Committee (UTAC)

Motion: Garon/Marentette

THAT the GFC University Teaching Awards Committee approve the Agenda.
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**CARRIED**

2. Approval of the *In Camera* Session Minutes of April 10, 2015

Materials before members are contained in the official meeting file.

*Presenter:* Elisabeth Le, Professor, Faculty of Arts and Chair, GFC University Teaching Awards Committee (UTAC)

*Discussion:*

A member enquired about availability of *in camera* Minutes and Ms Patrick clarified that they would not be posted online but would be placed in the official meeting file.

Motion: Hacke/Marentette

THAT the GFC University Teaching Awards Committee approve the Minutes of April 10, 2015.

**CARRIED**

3. Comments from the Chair

The Chair commented on a number of relevant items to members and invited members to introduce themselves. She welcomed a new member of the Committee.

**ACTION ITEMS**

4. Proposed Revisions to the Awards for Teaching Excellence Procedures (in UAPPOL)

Materials before members are contained in the official meeting file.

*Presenter:* Elisabeth Le, Professor, Faculty of Arts and Chair, GFC University Teaching Awards Committee (UTAC)

*Purpose of the Proposal:* To address concerns and issues raised with the format of the Procedures of the Awards for Teaching Excellence, based on feedback provided by Senior Administrators in the Office of the Provost and Vice-President (Academic), members of GFC UTAC, and the Committee Coordinator of GFC UTAC. Specifically, proposed revisions aim to remove all administrative nomination and submission guidelines from the UAPPOL Procedures and locate them in an online forum, as well as indicate on the Rutherford Award that recently retired teaching staff members are eligible for nomination up to one year following retirement from the University of Alberta.

*Discussion:*

The Chair invited members to discuss the proposal to remove annotated sections of the Procedures to an externally-hosted web-based source. She added that there is an additional part of the proposed revisions in relation to the extension of eligibility for recently retired academic staff members.

Members, during the ensuing discussion, expressed a number of comments and questions, including, but not limited to: the benefits and disadvantages of removing the administrative elements from the UAPPOL Procedures and housing them in an external environment and the risks associated with removing such important pre-nomination preparation rules; that the proposed changes are limited to nomination package administrative details, not the academic eligibility of each award; that formatting of nomination packages is crucial to the adjudication process; that leaving these details in the Procedure clearly delineates lines of authority and accountability; that the cumbersome process involved in making changes to the Procedures are necessary and important; that removing these rules could lead to increased difficulty in adjudication; that previous members of GFC UTAC had voted to include these details; that there doesn't seem to be an advantage to removing the information.

Following a comprehensive discussion, members expressed serious concerns about recommending the removal of the administrative processes from the UAPPOL Procedures, and discussed the best way to strike them from the Motion.

Motion to Amend: Garon/Lemelin

THAT the GFC University Teaching Awards Committee (UTAC) amend the Motion to include only the changes proposed to extend eligibility for retired faculty members for 12 months for the Rutherford Award for Undergraduate Teaching, as set forth in Attachment 1.

**CARRIED**

Members discussed further including the extended eligibility of retired faculty members to the Award for Excellence in Graduate Teaching Procedure.

Motion to Amend the Amendment: Hacke/Marentette

THAT the GFC University Teaching Awards Committee (UTAC) amend the Motion to extend eligibility for retired faculty members for a period of 12 months for both the Rutherford Award for Undergraduate Teaching (as set forth in Attachment 1) as well as the Award for Excellence in Graduate Teaching (as set forth in Attachment 5).

**CARRIED**

Motion: Lemelin/Garon

THAT the GFC University Teaching Awards Committee (UTAC) recommend to the Provost and Vice-President (Academic) proposed changes (submitted by the Committee) to the Rutherford Award for Excellence in Undergraduate Teaching (Procedure) (set forth in Attachment 1), as amended, and the Award for Excellence in Graduate Teaching (Procedure) (set forth in Attachment 5), as amended, for implementation upon the Provost's final approval.

**CARRIED**

## **DISCUSSION ITEMS**

### 5. GFC UTAC: New Chair Announcement

There were no documents.

*Presenter:* Elisabeth Le, Professor, Faculty of Arts and Chair, GFC University Teaching Awards Committee (UTAC)

*Purpose of the Proposal:* For information/discussion.

*Discussion:*

The Chair announced that Dr Uwe Hacke has been elected as Chair for the 2015-16 academic year. She thanked members for their engagement and noted that she had found the role of Chair very fulfilling. She reminded members about the schedule for the next academic year.

A member noted that the next meeting date will conflict with Alumni Weekend and invited all members to attend the festivities.

6. Question Period

The Chair provided members, and Mr Champagne, with a summary of ineligible nomination packages submitted for adjudication in April 2015.

Mr Champagne reported on his annual pre-adjudication processes to scan applications for all required material and format. He sought clarification on how thorough this scrutiny should be.

During the discussion surrounding this topic, members provided a number of comments and questions, including, but not limited to: that this topic is important and that there should be feedback provided back to nominees who did not meet the administrative criteria of the submission guidelines; that there is a difference between feedback related to content and feedback related to submission guidelines; that adjudication takes place *in camera*, so feedback cannot be provided to unsuccessful nominees; that the issue is that applications are received late in the process and that missing documents would be submitted after the deadline; that required documents are required before the deadline; that complete screening, at the time of submission, using the checklist, has always been provided by the individual accepting applications; a suggestion for this information to be clearly communicated to the University of Alberta community when the call for nominations is circulated on an annual basis; that early submission, even for grant applications, is advantageous; whether the current information on the USRI table in the UAPPOL procedures is up-to-date; whether the Committee will be preparing a report back to the community on nomination statistics.

Ms Patrick reported that she could include information about early submission in the annual letter announcing the call for nominations.

**INFORMATION REPORTS**

7. Items Approved by the Committee by E-Mail Ballots (non-debatable)

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 2:10 p.m.