
The following Motions and Documents were considered by the General Faculties Council at its Monday, October 17, 2022 meeting:

Agenda Title: **New Members of GFC**

CARRIED MOTION:

TO APPOINT:

The following Librarians representative to serve on GFC for a term commencing October 17, 2022 and ending June 30, 2025:

Patricia Sherbaniuk

The following Management and Professional Staff representative to serve on GFC for a term commencing October 17, 2022 and ending June 30, 2025:

Eva Glancy

The following Academic Professional Officer representative to serve on GFC for a term commencing October 17, 2022 and ending June 30, 2025:

Jill Bagwe

The following Department Chair representative to serve on GFC for a term commencing October 17, 2022 and ending June 30, 2024:

Ryan Dunch

CARRIED MOTION:

TO RECEIVE:

The following statutory academic staff members who have been elected/re-elected by their Faculty, to serve on GFC for a term of office beginning immediately and ending June 30, 2025:

Andrew McGee, Arts

Chetan Dave, Arts

J Liu, Engineering

B Dhar, Engineering

The following ex officio member to serve on GFC for a term beginning September 15, 2022 and extending for the duration of the appointment:

Jessica Butts Scott, Associate Vice-President, Online and Continuing Education

The following ex officio member to serve on GFC for a term beginning October 1, 2022 and ending October 31, 2022:

Ali Shiri, Acting Vice-Provost and Dean Faculty of Graduate Studies and Research

The following ex officio member to serve on GFC for a term beginning November 1, 2022 and ending October 31, 2023:

Roger Epp, Interim Vice-Provost and Dean of FGSR

FINAL Item 4

Agenda Title: **Revisions to Examination Procedures and Deferred Exam Procedures in the 2023-2024 University Calendar**

CARRIED MOTION:

THAT the General Faculties Council approve the proposed revisions to the Examination Procedures listed in the University Calendar, as set forth in the attached documents, for inclusion in the 2023-2024 University Calendar

CARRIED MOTION:

THAT the General Faculties Council approve the proposed revisions to the procedures for Deferred Final Exams listed in the University Calendar, as set forth in the attached documents, for inclusion in the 2023-2024 University Calendar.

FINAL Item 5

Agenda Title: **Rescission of the sub-delegation of authority to Facilities Development Committee**

CARRIED MOTION:

THAT the General Faculties Council approve the rescission of the sub-delegation of authority to the GFC Facilities Development Committee as set out in the Terms of Reference for GFC FDC section 4.2 and revise the corresponding section of the GFC Terms of Reference section 4.3 to take effect upon approval.

FINAL Item 6

Agenda Title: **Notice of Motion: Policy requiring that proposals to the Board of Governors be brought to General Faculties Council**

DEFEATED MOTION:

That the meeting of GFC adjourn.

CARRIED MOTION:

That the General Faculties Council appeal the decision of the Chair to rule the motion out of order.

DEFEATED MOTION:

That the Vice-Chair take the role of the Chair for the duration of the debate and the vote on the motion.

DEFEATED AMENDMENT:

It is moved that the President be encouraged to provide the General Faculties Council with notice of all policies that the President or the Provost intends to take to the Board of Governors for its consideration so that the General Faculties Council will have both the opportunity and sufficient time to exercise its statutory right to make recommendations to the Board on any matter "considered by the general faculties council to be of interest to the university.

CARRIED MOTION:

It is moved that the President shall provide the General Faculties Council with notice of all policies that the President or the Provost intends to take to the Board of Governors for its consideration so that the General Faculties Council will have both the opportunity and sufficient time to exercise its statutory right to make recommendations to the Board on any matter "considered by the general faculties council to be of interest to the university.

Secretary's Note: At the top of the item, the Chair of General Faculties Council ruled the motion out of order noting that the preamble contained an incorrect interpretation and that the Post-Secondary Learning Act (PSLA) does not give GFC the authority to require the President or Provost to provide GFC with notice of all policies that the President or the Provost intends to take to the Board of Governors for its consideration. The Chair explained that under s. 81 and 82 of the PSLA, the Board has the exclusive power to appoint the president and the vice presidents and since the President is appointed by the Board, reports to the Board and is accountable to the Board, only the Board has the general authority to compel the President to act. A motion was moved to appeal the ruling of the Chair as per the GFC Meeting Procedural Rules 1.2 and was approved by majority vote. A member inquired about the ability of the Chair to rule the motion out of order, and Robert's Rules 4:17 and 10:26 were cited because the GFC Meeting Procedural Rules are silent on the ability of the Chair to rule a motion out of order. During the discussion, the General Counsel and University Secretary advised that based on the authority prescribed by the PSLA for GFC, the motion was beyond the jurisdiction of GFC and could not be enforced.

FINAL Item 7

Agenda Title: Notice of Motion: Request that the Board pause implementation of the College Dean Selection Procedure

CARRIED MOTION:

The General Faculties Council requests that the Board of Governors not act upon or continue to act upon this "Procedure" until such time as the General Faculties Council has had the opportunity to consider and make a recommendation to the Board on the "Procedure," as its statutory right.

FINAL Item 8

New Members of GFC

MOTION I: TO APPOINT:

The following Librarians representative to serve on GFC for a term commencing October 17, 2022 and ending June 30, 2025:

Patricia Sherbaniuk

The following Management and Professional Staff representative to serve on GFC for a term commencing October 17, 2022 and ending June 30, 2025:

Eva Glancy

The following Academic Professional Officer representative to serve on GFC for a term commencing October 17, 2022 and ending June 30, 2025:

Jill Bagwe

The following Department Chair representative to serve on GFC for a term commencing October 17, 2022 and ending June 30, 2024:

Ryan Dunch

MOTION II: TO RECEIVE:

The following statutory academic staff members who have been elected/re-elected by their Faculty, to serve on GFC for a term of office beginning immediately and ending June 30, 2025:

Andrew McGee	Arts
Chetan Dave	Arts
J Liu	Engineering
B Dhar	Engineering

The following ex officio member to serve on GFC for a term beginning September 15, 2022 and extending for the duration of the appointment:

Jessica Butts Scott	Associate Vice-President, Online and Continuing Education
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The following ex officio member to serve on GFC for a term beginning October 1, 2022 and ending October 31, 2022:

Ali Shiri	Acting Vice-Provost and Dean Faculty of Graduate Studies and Research
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The following ex officio member to serve on GFC for a term beginning November 1, 2022 and ending October 31, 2023:

Roger Epp	Interim Vice-Provost and Dean of FGSR
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FINAL Item No. 5
**Governance Executive Summary
Action Item**

Agenda Title	Revisions to Examination Procedures and Deferred Exam Procedures in the 2023-2024 University Calendar
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Motion 1

THAT the General Faculties Council approve the proposed revisions to the Examination Procedures listed in the University Calendar, as set forth in the attached documents, for inclusion in the 2023-2024 University Calendar.

Motion 2

THAT the General Faculties Council approve the proposed revisions to the procedures for Deferred Final Exams listed in the University Calendar, as set forth in the attached documents, for inclusion in the 2023-2024 University Calendar.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Norma Rodenburg, Acting Vice-Provost and University Registrar
Presenter(s)	Norma Rodenburg, Acting Vice-Provost and University Registrar

Details

Office of Administrative Responsibility	Office of the Provost and Vice-President (Academic)
The Purpose of the Proposal is (<i>please be specific</i>)	This proposal is to get approval for revisions to the Examination procedures and Deferred Exam procedures sections on the University Calendar's Academic Regulations page.
Executive Summary (<i>outline the specific item – and remember your audience</i>)	<p><u>Examination Procedures</u></p> <p>With the increase in online testing starting in Winter Term 2020, it was identified that the examination regulations in the Calendar were written specifically for in-person exams and required interpretation in order to be applied to the online exam environment.</p> <p>In December 2020, a proposal was recommended by CLE to GFC. However, given the evolving nature of the pandemic, decision-making was paused. The revised proposal includes additional changes to procedures for deferred final exams.</p> <p>Proposed clarifications include:</p> <ul style="list-style-type: none"> - Students who arrive late will not be permitted to write the exam and may apply for a deferred exam - Language around the requirement to remain in the exam environment for at least 30 minutes - Additional examples of what it means to communicate during an exam



Item No. 5

	<ul style="list-style-type: none"> - Clarification on what to do if a student requires a brief absence from an online exam - Language around what it means to be incapacitated during an exam - Language around cancellation of an exam after it has been written/submitted and the opportunity to apply for a reexamination <p><u>Deferred Exams</u></p> <p>The Exams and Timetabling Office at the Office of the Registrar has recently reviewed the Deferred Final Exams section of the Calendar based on feedback received from several faculty partners. In their review, they identified language that was unclear, resulting in confusion for some faculties/departments.</p> <p>The proposed changes are meant to clarify the language of the preexisting regulations around the scheduling of deferred exams. There is no proposed change to the regulation itself.</p>
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> ● Office of the Registrar <ul style="list-style-type: none"> ○ Acting Vice-Provost and University Registrar - Norma Rodenburg ○ University Calendar – Rebecca Liaw ○ Exams & Timetabling - Jesse Luyendyk <p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> ● Program Support Team – Undergraduate and Non-Credit - June 2, 2022 ● Graduate Program Support Team - June 6, 2022 ● Director, Digital Learning Environments, Information Services and Technology <p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> ●
Approval Route (Governance) (including meeting dates)	<p>CLE, September 28, 2022 (for discussion) CLE, eVote, October 3, (for recommendation) GFC, October 17, 2022 (for approval)</p>

Strategic Alignment

Alignment with <i>For the Public Good</i>	<p>21. Objective: 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>
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Item No. 5

	<p>I. Strategy: Encourage transparency and improve communication across the university through clear consultation and decision-making processes, substantive and timely communication of information, and access to shared, reliable institutional data.</p> <p>IV. Strategy: Facilitate easy access to and use of university services and systems, reduce duplication and complexity, and encourage cross-institutional administrative and operational collaboration.</p>			
Alignment with Core Risk Area	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="1" data-bbox="570 615 1544 825"> <tr> <td data-bbox="570 615 1089 825"> <input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td data-bbox="1089 615 1544 825"> <input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success </td> </tr> </table>		<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
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Legislative Compliance and jurisdiction	<p><i>Post-Secondary Learning Act</i> GFC Committee on the Learning Environment Terms of Reference</p>			

Attachments (each to be numbered 1 - <>)

1. Final Motions December 2020 (pages 1-7)
2. Calendar Change for Academic Regulations – Examinations (pages 1 – 3)
3. Calendar Change for Academic Regulations - Deferred Exams not written (pages 1 – 2)
4. Calendar Change for Academic Regulations – Deferred Exams

Prepared by:

Norma Rodenburg, Acting Vice-Provost and University Registrar, norma.rodensburg@ualberta.ca

Rebecca Liaw, University Calendar Editor, carlo@ualberta.ca



The following Motions and Documents were considered by the GFC Committee on the Learning Environment at its Wednesday, December 02, 2020 meeting:

Agenda Title: **Proposed Revisions to the Conduct of Examinations Section of the University Calendar**

CARRIED MOTION:

THAT the GFC Committee on the Learning Environment recommend to the GFC Executive Committee proposed revisions to the Conduct of Examinations Section of the University Calendar, as contained in Attachment 1, as amended, and to take effect upon final approval by GFC.

FINAL Item 4

Governance Executive Summary
Action Item

Agenda Title	Proposed Revisions to the Conduct of Examinations Section of the University Calendar
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Motion

THAT the GFC Committee on the Learning Environment recommend to the GFC Executive Committee proposed revisions to the Conduct of Examinations Section of the University Calendar, as contained in Attachment 1, as amended, and to take effect upon final approval by GFC.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Dr. Tammy Hopper, Vice-Provost (Programs)
Presenter(s)	Dr. Tammy Hopper, Vice-Provost (Programs) Carlo Dimailig, University Calendar Editor, Office of the Registrar

Details

Office of Administrative Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (<i>please be specific</i>)	To revise the Conduct of Examinations section of the University Calendar.
Executive Summary (<i>outline the specific item – and remember your audience</i>)	<p><u>Issue:</u></p> <p>The University Calendar sections related to Examinations is in need of revision to reflect our current context of remote delivery of courses and online assessment.</p> <p><u>Background:</u></p> <p>The University Calendar regulations establish standards for evaluation practice, including in a remote delivery context. In particular, they indicate:</p> <ul style="list-style-type: none"> • Academic standards for weighting of term work and final exams • Regulations for scheduling and conducting final exams <p><u>Considerations:</u></p> <p>The regulations are being revised to reflect the contemporary learning environment including remote delivery and an online assessment environment. Instructors and students need clarity around these regulations. Of particular importance is the section on <i>Conduct of Examinations</i>. This section currently reflects in person examination regulations only.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<p><u>Those actively participating:</u></p> <p>Vice-Provost (Learning Initiatives)</p> <p>Vice-Provost (Programs)</p> <p>Portfolio Initiatives Manager (Office of the Provost)</p> <p>Melissa Padfield (Vice-Provost and University Registrar)</p> <p>Mike McGregor (Vice-Provost, IST)</p>
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Item No. 4

<p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p>Helen Vallianatos (Vice-Dean, Dean of Students Office) Kate Peters (GFC Secretary) Carlo Dimailig, University Calendar Editor, Office of the Registrar GFC CLE GFC Executive Committee GFC</p>
	<p><u>Those who have been consulted:</u> Faculty of Graduate Students and Research Students' Union Graduate Students' Association Public Health Response Team, Sub-Committee on Academic Impacts Program Support Team (PST) (Undergraduate and Graduate) Council on Student Affairs (COSA) GFC CLE GFC</p>
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> •
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC CLE, December 2, 2020 GFC Executive Committee, January 11, 2020 GFC, January 25, 2020</p>

Strategic Alignment

<p>Alignment with <i>For the Public Good</i></p>	<p>GOAL: EXCEL as individuals, and together, sustain a culture that fosters and champions distinction and distinctiveness in teaching, learning, research, and service.</p> <p>Objective 14: Inspire, model, and support excellence in teaching and learning.</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 Albertans.</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>Alignment with Core Risk Area</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td style="vertical-align: top;"> <input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success </td> </tr> </table>	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
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<p>Legislative Compliance and jurisdiction</p>	<p>Post-Secondary Learning Act (PSLA) GFC CLE Terms of Reference GFC Executive Committee Terms of Reference GFC Terms of Reference University Calendar UAPPOL Assessment and Grading Policy</p>		

Item No. 4

	UAPPOL Grading Procedure UAPPOL Consolidated Final Exams Procedure UAPPOL Duty to Accommodate Procedure
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Attachment:

1. Proposed Revisions to the Conduct of Examinations Section of the University Calendar

Prepared by: Andrea Patrick, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic), apatrick@ualberta.ca; Carlo Dimailig, University Calendar Editor, Office of the Registrar, carlo@ualberta.ca

Academic Regulations

Examinations (Exams)

Term exam - any written or oral exam, test or quiz (other than a final exam) which is scheduled as part of the term work of a course.

Final exam - summative examination administered to students in a course at the end of the term in which the course is offered.

Examinations - General

There is no requirement by General Faculties Council that the final examination be taken in order to obtain credit. Faculties are permitted to make their own regulations in this regard. Final examinations should only be used if they are necessary to evaluate the student's achievement of stated learning outcomes for the course. See the Assessment and Grading Policy for additional information on guiding principles for formative and summative assessments.

Conduct of Exams

Note: Conduct which violates the rules of conduct for exams may also violate the Code of Student Behaviour. Amendments to the Code of Student Behaviour occur throughout the year. The official version of the Code of Student Behaviour, as amended from time to time is housed on the University Governance website.

Enforcement of the regulations in the Conduct of Exams section are bound by the Discrimination Harassment and Duty to Accommodate Policy and associated procedures, and are subject to exceptions in cases of accommodation. -The Academic Success Centre is the office responsible for providing specialized support and accessibility services, and is guided by the mandate of the University of Alberta's Policy for Students with Disabilities.

In this section, "term exam" is used to refer to any written or oral exam, test or quiz (other than a final exam) which is scheduled as part of the term work of a course.

4. — **Student Identification:** Students taking exams in person (i.e., physically in person on the University of Alberta campuses) and online (i.e., remotely via teleconference) ~~writing exams are required to confirm their identities by providing their student ID numbers and signatures and by presenting their student ID cards (ONEcard) or other acceptable identification. Students who are unable to present valid identification at the time of the exam will not be permitted to take the exam. For physical in-person examinations, instructors are advised to circulate an attendance sheet and verify student ID numbers and signatures.~~ ~~present satisfactory identification at the time of the exam will be permitted to write the exam, but will be required to present themselves with acceptable photo identification to the instructor of the course within two working days of the exam and may be required to provide a sample of their handwriting. Failure to provide proper identification will result in a mark of zero for the exam. Instructors are advised to circulate an attendance sheet at all exams.~~

1. —

- **Permitted References and Aids:** Only those items specifically authorized by the instructor may be brought into the exam facility. The use of unauthorized personal listening, communication, recording, photographic and/or computational devices is strictly prohibited.

2.

~~1.—~~ **Registration:** Students may not be present in an exam or write an exam in a course section in which they are not registered.

3.

~~2.—~~ **Arriving and Leaving:** Students must arrive at the specified time to take the exam. Once the exam has started, students must remain in the physical in-person or remote environment for at least 30 minutes. Students who arrive 30 or more minutes late for the scheduled start of the exam, whether physically in-person or remotely, will not be permitted to take the exam and may apply for a deferred examination. Students may not enter the exam area after the first half-hour has elapsed, and they may not leave the exam area until one half-hour has elapsed.

4.

~~3.—~~ **Communications:** During the exam, all communications should be addressed to the instructor or exam proctor. Students will not, under any circumstances, or by any means, communicate with other students in the exam environment, or share any part of the examination, leave their answers exposed to view, or in any way share with others any part of the examination. During the exam, all communications should be addressed to a supervisor. Students should not, under any circumstances, speak to or communicate with other candidates or leave their answer papers exposed to view.

5.

~~—~~ **Brief Absence from an Exam:** Students who need to use the washroom during a physical in-person exam must leave their exam materials in the custody of a supervisor and retrieve them upon their return. In a remote exam environment, the student must notify the instructor or proctor of the need to leave the exam and suspend work on the exam during that period. visit the washroom during an exam must leave their papers in the custody of a supervisor and retrieve it upon return.

6.

~~4.—~~ **Cancellation of Paper During Exam:** If a student suddenly is unable to finish the exam due to unexpected medical or physical circumstance, or similarly disruptive event, the student must inform the instructor or proctor immediately, submit the unfinished exam, and request that the exam be cancelled. If a student becomes incapacitated because of illness or receives word of domestic affliction during the course of an exam, the student should report at once to the Supervisor, hand in the unfinished paper, and request that it be cancelled.

Students may provide supporting documentation by way of a form from the student's Faculty or a statutory declaration. Medical notes cannot be required. In cases other than illness, adequate documentation must be provided. For more information, contact your faculty or visit What to do when you are sick (students) on the office of the Registrar website.

~~5.—~~ For final exams, the student must provide documentation and apply to their Faculty for a deferred exam within two working days following the cancelled final exam or as soon as the student is able, having regard to the circumstances underlying the cancellation. Students should consult their Faculty for detailed information on requirements. Also see Absence from Final Exams for details.

~~6.—~~ For other exams, instructors may use their discretion to request supporting documentation. The student must contact the instructor within two working days of the exam or as soon as the student is able, having regard to the circumstances underlying the cancellation and present supporting documentation to the instructor if requested.

7.

Requests to cancel and reschedule an exam that has already been written and submitted will not be considered. However, students may apply for a deferred examination under extenuating circumstances. A student who requests a deferred examination citing extenuating circumstances that are later determined to be false will be liable under the Code of Student Behaviour. Should a student write an exam, hand in the paper for marking, and later report extenuating circumstances to

~~support a request for cancellation of the paper and for another exam, such request will not be entertained. Any student who requests a cancellation of their paper and subsequently applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour.~~

8. **End of Exam:** When the signal is given to end the exam, students must promptly cease writing. If a student does not stop at the signal, the instructor has the discretion either not to grade the exam paper or to lower the grade on the examination.

Calendar Change Proposal for the Examinations Section

Current	Proposed
https://calendar.ualberta.ca/content.php?catoid=36&navoid=11176	
<p>Academic Regulations ...</p> <p>Examinations</p> <p>Conduct of Exams</p> <p>Note: Conduct which violates the rules of conduct for exams may also violate the Code of Student Behaviour. Amendments to the Code of Student Behaviour occur throughout the year. The official version of the Code of Student Behaviour, as amended from time to time is housed on the University Governance website.</p> <p>In this section, “term exam” is used to refer to any written or oral exam, test or quiz (other than a final exam) which is scheduled as part of the term work of a course.</p> <ol style="list-style-type: none"> Student Identification: Students writing exams are required to confirm their identities by providing their student ID numbers and signatures and by presenting their student ID cards (ONEcard) or other acceptable photo identification. Students who are unable to present satisfactory identification at the time of the exam will be permitted to write the exam, but will be required to present themselves with acceptable photo identification to the instructor of the course within two working days of the exam and may be required to provide a sample of their handwriting. Failure to provide proper identification will result in a mark of zero for the exam. Instructors are advised to circulate an attendance sheet at all exams. 	<p>Academic Regulations ...</p> <p>Examinations</p> <p>Conduct of Exams</p> <p>Note: Conduct which violates the rules of conduct for exams may also violate the Code of Student Behaviour. Amendments to the Code of Student Behaviour occur throughout the year. The official version of the Code of Student Behaviour, as amended from time to time is housed on the University Governance website.</p> <p>In this section, “term exam” is used to refer to any written or oral exam, test or quiz (other than a final exam) which is scheduled as part of the term work of a course.</p> <ol style="list-style-type: none"> Student Identification: Students writing exams in person (i.e., physically in person on the University of Alberta campuses) and online (i.e., remotely via teleconference) are required to confirm their identities by providing their student ID numbers and signatures and by presenting their student ID cards (ONEcard) or other acceptable photo identification. Students who are unable to present satisfactory identification at the time of the exam will be permitted to write the exam, but will be required to present themselves with acceptable photo identification to the instructor of the course within two working days of the exam and may be required to provide a sample of their handwriting. Failure to provide proper identification will result in a mark of zero for the exam. Instructors are advised to circulate an attendance sheet at all exams.

2. **Permitted References and Aids:** Only those items specifically authorized by the instructor may be brought into the exam facility. The use of unauthorized personal listening, communication, recording, photographic and/or computational devices is strictly prohibited.
3. **Registration:** Students may not be present in an exam or write an exam in a course section in which they are not registered.
4. **Arriving and Leaving:** ~~Students may not enter the exam area after the first half-hour has elapsed, and they may not leave the exam area until one half-hour has elapsed.~~
5. **Communications:** During the exam, all communications ~~should~~ be addressed to ~~a~~ **supervisor**. Students ~~should~~ not, under any circumstances, speak to or communicate with other ~~candidates or~~ leave their answer papers exposed to view.
6. **Brief Absence from an Exam:** Students who need to ~~visit~~ the washroom during ~~an~~ exam must leave their ~~papers~~ in the custody of a supervisor and retrieve ~~it~~ upon return.
7. **Cancellation of Paper During Exam:** If a student ~~becomes incapacitated because of illness or receives word of domestic affliction during the course of an exam,~~ the student ~~should report at once to the Supervisor, hand in the unfinished paper,~~ and request that ~~it~~ be cancelled.
Students may provide supporting documentation by way of a form from the student's Faculty or a statutory declaration.

2. **Permitted References and Aids:** Only those items **resources or websites** specifically authorized by the instructor may be brought into the exam facility **or used online**. The use of unauthorized personal listening, communication, recording, photographic and/or computational devices is strictly prohibited.
3. **Registration:** Students may not be present in an exam or write an exam in a course section in which they are not registered.
4. **Arriving and Leaving:** Students must arrive at the specified time to take the exam. Once the exam has started, students must remain in the physical in-person or remote environment for at least 30 minutes. **Students who arrive more than 30 minutes late for an in-person exam will not be permitted to take the exam. Students who arrive more than 30 minutes late for an online exam may have their exam attempt removed or disqualified by the instructor. In both cases students may apply for a deferred examination.**
5. **Communications:** During the exam, all communications **must** be addressed to **the instructor or exam proctor**. Students **must** not, under any circumstances **(or by any means)**, speak to or communicate with others **in the exam environment or external to the exam environment**, leave their answers exposed to view, or in any way share with others any part of the examination.
6. **Brief Absence from an Exam:** Students who need to **use** the washroom during **a physical in-person** exam must leave their **exam materials** in the custody of a supervisor and retrieve **them** upon return. **In a remote exam environment, the student must notify the instructor or proctor of the need to leave the exam and suspend work on the exam during that period.**
7. **Cancellation of Paper During Exam:** If a student **suddenly is unable to finish the exam due to an unexpected medical or physical circumstance,** or receives word of domestic affliction during the course of an exam, the student **must inform the instructor or proctor immediately, submit** the unfinished **exam,** and

Medical notes cannot be required. In cases other than illness, adequate documentation must be provided. For more information, contact your faculty or visit [What to do when you are sick \(students\)](#) on the office of the Registrar website.

- a. For final exams, the student must provide documentation and apply to their Faculty for a deferred exam within two working days following the cancelled final exam or as soon as the student is able, having regard to the circumstances underlying the cancellation. Students should consult their Faculty for detailed information on requirements. Also see [Absence from Final Exams](#) for details.
- b. For other exams, instructors may use their discretion to request supporting documentation. The student must contact the instructor within two working days of the exam or as soon as the student is able, having regard to the circumstances underlying the cancellation and present supporting documentation to the instructor if requested.

~~Should a student write an exam, hand in the paper for marking, and later report extenuating circumstances to support a request for cancellation of the paper and for another exam, such request will not be entertained. Any student who requests a cancellation of their paper and subsequently applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour.~~

8. **End of Exam:** When the signal is given to end the exam, students must promptly cease writing. If a student does not stop at the signal, the instructor has the discretion either not to grade the exam paper or to lower the grade on the examination.

request that **the exam** be cancelled. Students may provide supporting documentation by way of a form from the student's Faculty or a statutory declaration. Medical notes cannot be required. In cases other than illness, adequate documentation must be provided. For more information, contact your faculty or visit [What to do when you are sick \(students\)](#) on the office of the Registrar website.

- a. For final exams, the student must provide documentation and apply to their Faculty for a deferred exam within two working days following the cancelled final exam or as soon as the student is able, having regard to the circumstances underlying the cancellation. Students should consult their Faculty for detailed information on requirements. Also see [Absence from Final Exams](#) for details.
- b. For other exams, instructors may use their discretion to request supporting documentation. The student must contact the instructor within two working days of the exam or as soon as the student is able, having regard to the circumstances underlying the cancellation and present supporting documentation to the instructor if requested.

Requests to cancel and reschedule an exam that has already been written and submitted will not be considered. However, students may apply for a reexamination. See [Reexaminations](#) for more information.

8. **End of Exam:** When the signal is given to end the exam, students must promptly cease writing. If a student does not stop at the signal, the instructor has the discretion either not to grade the exam paper or to lower the grade on the examination.

Proposal prepared by: Carlo Dimailig (carlo@ualberta.ca), Jesse Luyendyk (jluyendy@ualberta.ca)

Proposal revision by: Rebecca Liaw (rbliaw@ualberta.ca)

Calendar Change Proposal for Deferred Final Exams Not Written

Rationale: The current regulations for Deferred Exams Not Written only account for Fall/Winter term. This change will extend these regulations to also include Spring and Summer terms.

Current	Proposed
https://calendar.ualberta.ca/content.php?catoid=36&navoid=11176	
<p>Academic Regulations ...</p> <p>Deferred Final Exams ...</p> <p>4. Fall/Winter Deferred Exams Not Written: Students who have applied for a deferred final exam in accordance with Absence from Final Exams, but who have, for justifiable cause, not written the deferred exam on the scheduled date must reapply for a second and final opportunity to write the deferred exam. Application deadlines are noted below. Students must apply at their Faculty Undergraduate (Graduate) Office. The department will determine the date, time and place of the second deferred final exam and will notify the student. The date scheduled must be no later than the end of July. Once set, the date for a second deferral is final and applications for further deferrals will not be considered or accepted.</p> <p>Absence from Deferred Exam Without Justifiable Cause: When a student is absent from a deferred final exam without acceptable reason, a final grade will be computed using a raw score of zero for the final exam.</p> <p>Deadline for Application: The application and the documentation pertaining to the absence must be presented to the Faculty within two working days following the scheduled date of the deferred exam missed or as soon as the student is able, having regard to the circumstances underlying the absence.</p>	<p>Academic Regulations ...</p> <p>Deferred Final Exams ...</p> <p>4. Deferred Exams Not Written: Students who have applied for a deferred final exam in accordance with Absence from Final Exams, but who have, for justifiable cause, not written the deferred exam on the scheduled date must reapply for a second and final opportunity to write the deferred exam. Application deadlines are noted below. Students must apply at their Faculty Undergraduate (Graduate) Office. The department will determine the date, time and place of the second deferred final exam and will notify the student. For Fall or Winter Terms, the date scheduled must be no later than the end of July. For Spring or Summer Terms, the date scheduled must be no later than the end of November. Once set, the date for a second deferral is final and applications for further deferrals will not be considered or accepted.</p> <p>Absence from Deferred Exam Without Justifiable Cause: When a student is absent from a deferred final exam without acceptable reason, a final grade will be computed using a raw score of zero for the final exam.</p> <p>Deadline for Application: The application and the documentation pertaining to the absence must be presented to the Faculty within two working days following the scheduled date of the deferred exam missed or as soon as the student is able, having regard to the circumstances underlying the absence.</p>

If the student receiving the privilege of writing a deferred exam does not write the exam by the scheduled deferred exam date, the privilege will be withdrawn and a final grade in the course will be recorded by the Office of the Registrar according to the grade/remark combination achieved by the student before the deferred final exam was granted. Prior to finalizing the student's grade, the Office of the Registrar will give 30 days written notice to the student's Faculty.

If the student receiving the privilege of writing a deferred exam does not write the exam by the scheduled deferred exam date, the privilege will be withdrawn and a final grade in the course will be recorded by the Office of the Registrar according to the grade/remark combination achieved by the student before the deferred final exam was granted. Prior to finalizing the student's grade, the Office of the Registrar will give 30 days written notice to the student's Faculty.

Proposal prepared by: Carlo Dimailig (carlo@ualberta.ca) and Jesse Luyendyk (jluyendy@ualberta.ca)

Calendar Change Proposal for Deferred Final Exams Sections

Current	Proposed
https://calendar.ualberta.ca/content.php?catoid=36&navoid=11176	
<p>Academic Regulations ...</p> <p>Deferred Final Exams</p> <p>The following information is for students who have received approval for deferred final examination(s) in accordance with Absence from Final Exams.</p> <ol style="list-style-type: none"> 1. Fall/Winter Deferred Final Exams: Within the timelines described below, the time and place of the deferred final exam will be determined by the instructor. Instructors are encouraged to include the date, time and place of a deferred exam in the course outline should one be required. <ol style="list-style-type: none"> a. Fall Term Deferred Final Exams: Fall Term deferred final exams must be held by the end of Reading Week in accordance with the following provisions: <ol style="list-style-type: none"> i. If the date and time of the deferred exam are included in the course outline given to students, the exam may be scheduled at any time prior to the end of Reading Week. ii. Otherwise, mutually agreeable arrangements must be made with all students eligible for the deferred exam if it is to be held prior to January 19. iii. In the absence of either of the above two arrangements the instructor will submit the time and place of the exam to the department office as early as possible and no later than January 12. It is important that students come to the 	<p>Academic Regulations ...</p> <p>Deferred Final Exams</p> <p>The following information is for students who have received approval for deferred final examination(s) in accordance with Absence from Final Exams.</p> <ol style="list-style-type: none"> 1. Fall/Winter Deferred Final Exams: Within the timelines described below, the time and place of the deferred final exam will be determined by the instructor. Instructors are encouraged to include the date, time and place of a deferred exam in the course outline should one be required. <ol style="list-style-type: none"> a. Fall Term Deferred Final Exams: Fall Term deferred final exams must be held by the end of Reading Week in accordance with the following provisions: <ol style="list-style-type: none"> i. If the date and time of the deferred exam are included in the course outline, the exam may be scheduled at any time prior to the end of Reading Week. ii. If the date is not included in the course outline, the deferred exam may be scheduled prior to January 19 if all eligible students and the instructor agree to a date. iii. In the absence of either of these two arrangements, the instructor will choose a deferred exam date between January 19 and the end of Reading Week. The time and place of the exam must be

department to obtain this information on January 15 or as soon as possible thereafter. The exam must be scheduled between January 19 and the end of Reading Week.

b. **Winter Term and Fall/Winter Deferred Final Exams:**

Winter Term and Fall/Winter deferred final exams must be held by June 30 in accordance with the following provisions:

- i. If the date and time of the deferred exam are included in the course outline given to students, the exam may be scheduled at any time prior to June 29.

- ii. Otherwise, mutually agreeable arrangements must be made with all students eligible for deferred exam if it is to be held prior to May 18.

- iii. In the absence of either of the above two arrangements, the instructor will submit the time and place of the exam to the department office as early as possible and no later than May 8 (exception: students in the MD program should consult the undergraduate office for information on deadlines). It is important that students come to the department to obtain this information May 15 or as soon as possible thereafter. The exam must be scheduled between May 20 and June 30.

Students who have not been previously informed must check with the department office on the specified date to obtain the time and place of the deferred final exam.

2. **Spring/Summer Deferred Final Exams:** The time and place of the deferred final exam will be determined by the instructor who will

submitted to the department office no later than January 12. Students must contact the department to obtain this information by January 15.

b. **Winter Term and Fall/Winter Deferred Final Exams:**

Winter Term and Fall/Winter deferred final exams must be held by June 30 in accordance with the following provisions:

- i. If the date and time of the deferred exam are included in the course outline, the exam may be scheduled at any time prior to June 29.

- ii. If the date is not included in the course outline, the deferred exam may be scheduled prior to May 18 if all eligible students and the instructor agree to a date.

- iii. In the absence of either of these two arrangements, the instructor will choose a deferred exam date between May 20 and June 30. The time and place of the exam must be submitted to the department office no later than May 8 (exception: students in the MD program should consult the undergraduate office for information on deadlines). Students must contact the department to obtain this information by May 15.

2. **Spring/Summer Deferred Final Exams:** The time and place of the deferred final exam will be determined by the instructor who will make this information available to all

make this information available to all students in the course.

The exam must be held within two weeks of the date of the final examination missed and not later than August 31. In the case of 13-week classes in Engineering programs, the exam must be scheduled by September 14 and held prior to October 21.

3. **Exams Scheduled at the Same Time:** If a student discovers that they have two (or more) deferred exams scheduled at the same time, the student shall inform both instructors as quickly as possible and at least five days before the exam date. The instructors will consult with one another and make appropriate arrangements for the student.
4. **Fall/Winter Deferred Exams Not Written:** Students who have applied for a deferred final exam in accordance with Absence from Final Exams, but who have, for justifiable cause, not written the deferred exam on the scheduled date must reapply for a second and final opportunity to write the deferred exam. Application deadlines are noted below. Students must apply at their Faculty Undergraduate (Graduate) Office. The department will determine the date, time and place of the second deferred final exam and will notify the student. The date scheduled must be no later than the end of July. Once set, the date for a second deferral is final and applications for further deferrals will not be considered or accepted.

Absence from Deferred Exam Without Justifiable Cause: When a student is absent from a deferred final exam without acceptable reason, a final grade will be computed using a raw score of zero for the final exam.

Deadline for Application: The application and the documentation pertaining to the absence must be presented to the Faculty within two working days following the scheduled date of the deferred exam missed or as soon as the student is able, having regard to the circumstances underlying the absence.

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Deadline for Application: The application and the documentation pertaining to the absence must be presented to the Faculty within two working days following the scheduled date of the deferred exam missed or as soon as the student is able, having regard to the circumstances underlying the absence.

If the student receiving the privilege of writing a deferred exam does not write the exam by the

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Proposal prepared by: Carlo Dimailig (carlo@ualberta.ca), Jesse Luyendyk (jluyendy@ualberta.ca)

FINAL Item No. 6
**Governance Executive Summary
Action Item**

Agenda Title	Rescission of the sub-delegation of authority to Facilities Development Committee
---------------------	------------------------------------------------------------------------------------------

Motion

<p>THAT the General Faculties Council approve the rescission of the sub-delegation of authority to the GFC Facilities Development Committee as set out in the Terms of Reference for GFC FDC section 4.2 and revise the corresponding section of the GFC Terms of Reference section 4.3 to take effect upon approval.</p>

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	General Faculties Council
Presenter(s)	Carolyn Sale, Elected Academic Staff Member, Arts, GFC

Details

Office of Administrative Responsibility	General Faculties Council
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before General Faculties Council to rescind the sub-delegated authority to the Facilities Development Committee.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>A notice of motion as per section 8.7 of the GFC Meeting Procedural Rules was made on September 19th, 2022 by Elected GFC member Carolyn Sale. The proposed motion suggested that proposals that came to FDC, where there were impacts on classroom, teaching, or academic office space, should be recommended to GFC who should then recommend to the Board. Instead, a revised motion was put to the GFC Executive Committee to rescind the authority sub-delegated by the General Faculties Council to FDC.</p> <p>The impact of the motion will be that GFC will approve all proposals concerning the design and use of all new facilities and the repurposing of existing facilities and to routinely report these decisions for information to the Board of Governors.</p> <p>As set out in the GFC Terms of Reference, this authority has been delegated from the Board of Governors to GFC.</p>
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> ● Carolyn Sale, Elected Faculty Member, GFC ● General Faculties Council ● General Faculties Council Executive Committee
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> ● Kathryn Todd, Deputy Provost (Academic) and Chair, Facilities Development Committee ● Vice-President (Facilities and Operations), Andrew Sharman

Item No. 6

Resources section Student Participation Protocol >	<i>Those who have been informed:</i> <ul style="list-style-type: none"> • Members of the Facilities Development Committee • Board Finance and Properties Committee
Approval Route (Governance) (including meeting dates)	GFC Executive Committee, October 3, 2022 (for recommendation) General Faculties Council, October 17, 2022 (for approval)

Strategic Alignment

Alignment with <i>For the Public Good</i>	Objective 21	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	PSLA 26(1)(o) PSLA 19 (a,b,c,d) GFC Terms of Reference FDC Terms of Reference	

Attachments

1. Proposed Changes – FDC Terms of Reference
2. Proposed changes – GFC Terms of Reference
3. Notice of Motion – CS – As submitted to GFC Executive Committee

Prepared by: Kate Peters, peters3@ualberta.ca



1. Mandate and Role of the Committee

The GFC Facilities Development Committee (FDC) is a standing committee of GFC with delegated authority to make recommendations to General Faculties Council and the Board of Governors. The committee reviews and recommends on general space and functional programs, the design and use of facilities, and policies related to facilities and planning.

In addition, the President, Provost and Vice-President (Academic), and the Vice-President (Facilities and Operations) may refer matters to FDC for consideration or advice.

2. Areas of Responsibility

- a. Policy with respect to planning and facilities
- b. General Space Programs for Academic Units
- c. Design and use of all new facilities and repurposing of existing facilities
- d. Other matters within the purview of the committee

3. Composition

Voting Members (13)

Ex Officio (5)

- Provost and Vice-President (Academic), Chair
- Vice-President (Facilities and Operations)
- Vice-President (Academic), Students' Union
- Vice-President (Academic), Graduate Students' Association
- Vice-Provost and University Registrar

Elected by GFC (7)

- 5 academic staff (A1.0), of which 3 are members of GFC (with no more than one representative from any Faculty); one of whom will be elected by the committee to serve as Vice-Chair for a one year term
- 1 non-academic staff (S1.0, S2.0)
- 1 undergraduate student member of GFC

Cross Appointed (1)

- 1 academic staff member of the GFC Academic Planning Committee (APC) elected by APC to serve a one year term

Non-voting Members

- University Architect
- Associate Vice-President (Facilities and Operations)
- University Secretary
- GFC Secretary

4. Delegated Authority from General Faculties Council and/or the Board of Governors

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

4.1 To approve proposed General Space Programs for academic units

~~4.2 To approve proposals concerning the design and use of all new facilities and the repurposing of existing facilities and to routinely report these decisions for information to the Board of Governors. In considering such proposals, FDC may provide advice, upon request, to the Provost and Vice-~~

~~President (Academic), Vice President (Facilities and Operations), and/or the University Architect on the siting of such facilities.~~

5. Responsibilities Additional to delegated Authority

FDC is responsible for making recommendations to APC concerning policy matters with respect to the following:

5.1 Planning

- a. Comprehensive facilities development plan
- b. Long Range Development Plan (LRDP)

5.2 Facilities

- a. Planning and use of physical facilities including parking facilities and transportation
- b. Use of land owned or leased by the University
- c. Standards, systems and procedures for planning and designing physical facilities

5.3 Other

- a. Any other matter deemed by FDC to be within the purview of its general responsibility.

To initiate studies and make reports and recommendations on matters within the purview of FDC

6. Sub-Delegations from GFC Facilities Development 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 FDC:

None.

8. Reporting to GFC

The Committee should regularly report to GFC with respect to its activities and decisions.

9. Definitions

University Facilities: All lands, buildings, and space owned, operated, or leased by or from the University of Alberta. (as per UAPPOL)

General Space Program: A general space program describes the current state of an academic, research and/or administrative unit's activities in terms of their space needs, including student, staffing and support requirements. A space program includes a space budget that outlines how much space the unit has currently, how much it will require in the near future, and also predicts what amount of space may be required over a long-term planning period. (as per UAPPOL)

~~Repurposing: Significant changes to the use of a facility, as determined by the Vice President (Facilities and Operations) or delegate.~~

Space/Systems Renewal: Upgrades and improvements to space that involve renewed surface finishes and systems improvements. Renewal projects would apply to areas in which there is no change in use and would be used to upgrade large base building system deferred maintenance issues in order to

support current usage and operation. Examples of renewal include the following: repairs as repainting, replacement of flooring, replacing of piping, replacement of air systems, rebuilding of sidewalks, or upgrading a building envelope. (as per UAPPOL)

Renovation or Alteration: Any physical change to space that relates to more than renewed surface finishes. (as per UAPPOL)

Major Maintenance: Unplanned repairs and replacement that must be accomplished, but that is not funded by normal maintenance resources received in the annual operating budget cycle, and includes significant repairs and building system/component replacement in-kind. Examples include replacement of skylights, fire alarm systems, complete replacement of flooring for a department. (as per UAPPOL)

Repairs: Work to restore damaged or worn-out facilities (e.g., large-scale roof replacement after a wind storm) to normal operating condition. (as per UAPPOL)

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

[Planning and Renovation of Existing Facilities Policy](#)

[Long Range Development Plan \(LRDP\)](#)

[Sector Plans](#)

[Current Construction Projects](#)

Approved by General Faculties Council: October 30, 2017



1. Mandate and Role of the Committee

The University of Alberta is governed bicamerally by the Board of Governors and General Faculties Council (GFC); they share and balance power within the University and are called upon to provide both oversight and strategic vision. The proper functioning of the Board and GFC are essential to the university's institutional autonomy and the processes of collegial academic governance.

GFC is the University's senior academic governing body defined in the *Post-Secondary Learning Act (PSLA)* and is responsible for the **academic affairs** of the University, subject to the authority of the Board of Governors. The Board of Governors has primary responsibility for the business affairs of the institution.

2. Areas of Responsibility

General Faculties Council (GFC) operates by authority of the Post-Secondary Learning Act (PSLA). The PSLA allows GFC to delegate its responsibilities to GFC standing committees and other persons.

GFC has delegated authority on many matters to GFC standing committees, faculty councils, officials of the University, and other bodies (see Section 6), thus allowing it to focus on high level strategic items of academic significance which include, but are not limited to:

- high level strategic and academic stewardship policy issues or matters of significant academic consequence to the University;
- alterations to the mandate, terms of reference, composition, or structure of a Standing Committee;
- those things which a Standing Committee considers to be of major strategic significance to or long-term impact on the University;
- those matters on which, in the opinion of a Standing Committee chair, there has been a strong division of opinion within the Standing Committee; and
- issues in which there is a lack of clarity as to which Standing Committee is responsible.

3. Composition

Voting Members (162)

Statutory:

Ex-officio (27) – PSLA, Sec 23(a)

- President, Chair
- Vice-Presidents (6)
- Dean of each Faculty (18)
- Vice-Provost and Chief Librarian
- Vice-Provost and University Registrar

Statutory Student Members (3) – PSLA, Sec 23(c)

- 2 students nominated by the Students' Union
- 1 student nominated by the Graduate Students' Association

Elected members (54) – PSLA, Sec 23(b)

- full-time academic staff (A1.1 and A1.6) elected by Faculty/School Council in the numbers assigned by GFC



Appointed -- PSLA, Sec 23 (d):

Elected Students

- undergraduate students (40)
- graduate students (14)

Other appointees (24)

- Vice-Provost and Dean of Students, or delegate
- President of AASUA
- President of St. Joseph's College, or delegate
- Principal of St. Stephen's College, or delegate
- 1 representative from Chairs' Council
- Board of Governors Representatives (6)
 - 1 academic staff member, nominated to the Board by GFC
 - 1 academic staff member, nominated to the Board by AASUA
 - 2 undergraduate students, nominated to the Board by the Students' Union
 - 1 graduate student, nominated to the Board by the Graduate Students' Association
 - 1 non-academic staff, nominated to the Board by NASA
- 2 non-academic staff; elected by NASA, up to 1 may be from excluded category
- 1 APO/FSO Representative, elected by AASUA
- 2 Academic Teaching Staff (ATS), elected by AASUA
- 3 library academic staff elected by the academic staff of the University Library
- 1 Postdoctoral Fellow, elected by the Postdoctoral Fellows Association
- 1 elected Management and Professional Staff (MAPS) representative, election conducted by University Governance
- 3 College Deans

Reapportionment of elected faculty and student seats takes place every three years with at least one faculty and one student per Faculty.

Each Faculty shall adopt a method of election for their respective elected faculty representatives to GFC. Academic staff members serve three year terms, elected individuals may serve more than one term. Faculties may elect members to serve one- or two-year terms in order to provide overlapping terms. Persons on leave normally do not serve.

Elected students are elected in accordance with the principles approved by GFC February 3, 1971. Student members serve a one year term, elected individuals may serve more than one term.

The President will chair GFC. In the absence of the President, GFC will be chaired by the Provost or by the Dean serving on the GFC Executive Committee.

Non-voting Members

- University Secretary
- GFC Secretary

4. Delegated Authority from the Board of Governors

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

- 4.1 Physical Testing and Immunization of Students - individual Faculty regulations (sub-delegated to GFC Academic Standards Committee)



- 4.2 General Space Programs for academic units (sub-delegated to GFC Facilities Development Committee)
- 4.3 Proposals concerning the design and use of all new facilities and the repurposing of existing facilities ~~(sub-delegated to GFC Facilities Development Committee)~~

5. Responsibilities Additional to Delegated Authority

- 5.1 Receive an information session on the proposed budget each year just prior to being introduced to the Board approval process, and receive information on the budget, however 'soft', at the first GFC meeting in September.

6. Delegations from General Faculties Council

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

- 6.1 The PSLA allows GFC to delegate its responsibilities to GFC standing committees and other persons. Specific delegations from GFC are outlined in the following:

[GFC Delegations](#)

7. Limitations to Authority

GFC is subject to the authority of the Board of Governors

8. Reporting

GFC reports regularly to the Board of Governors with respect to its activities and decisions through the GFC nominee to the Board of Governors.

9. Definitions

Reapportionment - The process by which the number of members that may be elected by each Faculty is determined. This number elected faculty members shall be proportional to the number of faculty members in each Faculty. The number of elected undergraduate student members shall be proportional to the number of undergraduate students in each Faculty. It is, in effect, a "representation-by-population" system. Reapportionment occurs every three years.

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

AASUA – [Association of Academic Staff University of Alberta](#)

NASA – [Non-Academic Staff Association](#)

Repurposing - Significant changes to the use of a facility, as determined by the Vice-President (Facilities and Operations) or delegate.



[University Facilities - All lands, buildings, and space owned, operated, or leased by or from the University of Alberta. \(as per UAPPOL\)](#)

10. Links

[Procedure for Reapportionment](#)

[GFC Apportionment Table](#)

[Post-Secondary Learning Act \(2003\)](#)

Approved by General Faculties Council:
April 29, 2019
September 20, 2021

Carolyn Sale
Motion for the General Faculty Council's Meeting of 17 October 2022
Amendment of the "Terms of Reference"
for the Facilities Development Committee

Further to the "Notice of Motion" provided at the 19 September 2022 meeting of the General Faculties Council, the following motion is brought forward for the consideration of the General Faculties Council at its meeting of 17 October 2022.

Whereas, under section 26.1(o) of Alberta's *Postsecondary Learning Act*, the General Faculties Council has (amongst its other "powers") the authority to make recommendations to the Board of Governors:

(o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university; and

Whereas, under section 19 of the *Postsecondary Learning Act*, the Board of Governors "must consider the recommendations of the general faculties council, if any, on matters of academic import prior to providing for:

- (a) the support and maintenance of the university,
- (b) the betterment of existing buildings,
- (c) the construction of any new buildings the board considers necessary for the purposes of the university,
- (d) the furnishing and equipping of the existing and newly erected buildings;

Whereas the Facilities Development Committee "is a standing committee of GFC with delegated authority to make recommendations to General Faculties Council and the Board of Governors" on "general space and functional programs, the design and use of facilities, and policies related to facilities and planning"; and

Whereas the General Faculties Council may at any time reconsider, revise, and change any authority delegated to one of its standing committees; and

Whereas the delegated authorities of all standing committees of the General Faculties Council are to be reviewed every three years and the delegated authority given to the Facilities Development Committee was last reviewed by GFC at 30 October 2017; and

Whereas, in the course of debate on a motion to disband the Facilities Development Committee at its meeting of 6 June 2022, members of the General Faculties Council expressed several concerns about the authority it has delegated to the Facilities Development Committee, with special concern expressed for decision-making around the “removal” of certain University buildings from “inventory”;

It is moved that 4.2 of the “Terms of Reference” for the Facilities Development Committee be amended to **add** to the first sentence, which currently declares that the committee has the authority:

To approve proposals concerning the design and use of all new facilities and the repurposing of existing facilities and to routinely report these decisions for information to the Board of Governors

the following wording:

. . . except where the proposals could involve a reduction in the number of classrooms or academic staff offices, or the loss of spaces which might be used for classrooms or academic staff offices, in which case the proposal will come to GFC for its consideration and recommendation before it proceeds to the Board of Governors for its consideration.

Carolyn Sale
Motion for the General Faculty Council's Meeting of 17 October 2022
Notice to GFC in regard to policies

Further to the "Notice of Motion" provided at the 19 September 2022 meeting of the General Faculties Council, the following motion is brought forward for the consideration of the General Faculties Council at its meeting of 17 October 2022.

Whereas section 26.1 of Alberta's *Postsecondary Learning Act* declares that:

"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" over various things specified in 26.1; and

Whereas section 26.1(o) of Alberta's *Postsecondary Learning Act*, states that the General Faculties Council has the authority to:

(o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university;

Whereas the General Faculties Council cannot exercise its statutory powers under the *Postsecondary Learning Act* unless it is advised, in advance and in a timely manner, of all policies that the President or the Provost intends to take to the Board of Governors for its consideration;

It is moved that the President shall provide the General Faculties Council with notice of all policies that the President or the Provost intends to take to the Board of Governors for its consideration so that the General Faculties Council will have both the opportunity and sufficient time to exercise its statutory right to make recommendations to the Board on any matter "considered by the general faculties council to be of interest to the university."

Carolyn Sale
Motion for the General Faculty Council's Meeting of 17 October 2022
GFC to consider "College Dean Selection Procedure"

Whereas section 26.1 of Alberta's *Postsecondary Learning Act* declares that:

"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" over various matters specified in 26.1; and

Whereas section 26.1(o) of Alberta's *Postsecondary Learning Act*, states that the General Faculties Council has the authority to:

(o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university; and

Whereas the General Faculties Council cannot exercise its statutory powers under the *Postsecondary Learning Act* unless it is advised, in advance and in a timely manner, of all policies that the President or the Provost intends to take to the Board of Governors for its consideration and approval; and

Whereas at its meeting of 17 June 2022, the Board of Governors considered and approved a new policy, "College Dean Selection Procedure," presented to it by the Provost without the policy having been presented to the General Faculties Council for its consideration and recommendation;

The General Faculties Council requests that the Board of Governors not act upon or continue to act upon this "Procedure" until such time as the General Faculties Council has had the opportunity to consider and make a recommendation to the Board on the "Procedure," as its statutory right.