



# UNIVERSITY OF ALBERTA

## UNIVERSITY GOVERNANCE

General Faculties Council  
Executive Committee  
Approved Minutes

Monday, December 05, 2011  
3-15, UHALL  
2:00 pm – 4:00 pm

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### **ATTENDEES:**

Carl Amrhein – Chair (Delegate), Colleen Skidmore (Delegate), Gerry Kendal, Colten Yamagishi (Delegate), Roy Coulthard (Delegate), Ed Blackburn, Ingrid Johnston, Chris de Gara, Anita Molzahn, Duncan Saunders, Thomas L'Abbe, Garry Bodnar (Coordinator), Emily Paulsen (Scribe)

### **PRESENTERS AND GUESTS:**

Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee  
Deborah Eerkes, Director, Office of Student Judicial Affairs  
David Johnson, Special Advisor to the Provost  
Brenda Leskiw, Associate Dean, Faculty of Science  
Iva Spence, Appeals Coordinator, University Governance  
Philip Stack, Associate Vice-President (Risk Management Services)

### **OPENING SESSION**

#### 1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Anita Molzahn / Colleen Skidmore

THAT the GFC Executive Committee approve the Agenda.

**CARRIED**

#### 2. Approval of the Regular Session Minutes of November 7, 2011

Materials before members are contained in the official meeting file.

Motion: Blackburn/Molzahn

THAT the GFC Executive Committee approve the Minutes of November 7, 2011.

**CARRIED**

#### 3. Comments from the Chair

Dr. Amrhein recognized the achievement of the 8<sup>th</sup> Annual Engineering Head Shave, which raised over \$26,000 donated to the Cross Cancer Institute. The Chair commented on a number of additional items of interest to members.

## **ACTION ITEMS**

### 4. Faculty of Science – Renumbering CHEM (Chemistry) 533 to CHEM 543 (Within the Same Level)

Materials before members are contained in the official meeting file.

*Presenter:* Brenda Leskiw, Associate Dean, Faculty of Science

*Purpose of the Proposal:* In 2008, the Department of Chemistry (Faculty of Science) implemented a double-numbered system for its 400-level undergraduate courses and its 500-level graduate courses. These courses are taught as combined offerings and utilize mirrored numbers. For example, CHEM 437/537 is the offering for undergraduate (437) and graduate (537) “Transition Metal Chemistry.” CHEM 533, “Asymmetric Catalysis,” was previously offered for graduate student registration only. It was thus not double numbered to accommodate an undergraduate cohort when the 2008 numbering changes were made. However, the Department of Chemistry would now like to make this course available to undergraduate students. The simplest solution would be to implement a new offering, “CHEM 433,” to mirror CHEM 533; however, the 433 number has been previously used for a completely different course, and the five-year term to re-use the number has not yet passed. It was decided to propose re-numbering the course completely. The Department is adding in an undergraduate component as CHEM 443 and would like to propose changing the current CHEM 533 to CHEM 543 so that the mirrored number system is retained. The new “Asymmetric Catalysis” offering would be CHEM 443/543.

*Discussion:*

Dr Leskiw introduced the proposal to members, explaining that the affected courses do not experience high enrolment and that the proposed change, if approved, would be clearly communicated in the course calendar.

Motion: Blackburn/Yamagishi

That the GFC Executive Committee approve, under delegated authority from General Faculties Council, the proposed renumbering of CHEM (Chemistry) 533 to CHEM 543, as submitted by the Faculty of Science, effective September, 2012.

**CARRIED**

### 5. Composition of the Advisory Search/Review Committee for Vice-President (Advancement)

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 set out the composition of the Advisory Search/Review Committee for the Vice-President (Advancement) in the UAPPOL Composition of Search and Review Committees for Vice-Presidents (Appendix A): Position Definitions and Conditions of Eligibility. The composition of this Committee mirrors closely the compositions of the other Vice-Presidential search/review committees, as set out in the aforementioned Appendix. The establishment of the position of Vice-President (Advancement), along with the corresponding creation of the Advisory Search/Review Committee for this vice-presidential position, was approved by the Board of Governors at its October 21, 2011 meeting. Because General Faculties Council (GFC) is responsible, as noted in the Outline of Issue’s ‘Compliance with Legislation, Policy and/or Procedure’, for considering procedures “in respect of appointments [...] of academic staff,” this proposed composition must also be considered by academic governance.

The first meeting of the Advisory Search Committee for Vice-President (Advancement) is scheduled for Wednesday, December 7, 2011. As a consequence, consideration of this proposal is an urgent matter.

*Discussion:*

Dr Amrhein noted during his brief presentation of the proposal before members that the aforementioned (proposed) search and review committee would be very similar to those already in place for other University of Alberta vice-presidents. He then opened the discussion for questions and comments.

During the ensuing discussion, a member noted a typographical error. A member questioned why there was only one undergraduate student member appointed by the Students' Union on this proposed search/review committee since, on similar committees, it is more often two undergraduate student representatives. The Coordinator responded to the query by stating that it very likely had something to do with the differing nature of this portfolio from the other vice-presidential portfolios and, if this is deemed to be an issue after the upcoming search for a Vice-President (Advancement), it was possible to alter the composition of the committee.

Dr. Amrhein concluded the discussion by noting that the Board of Governors had already acted on this proposal, noting that this was an unusual, out-of-sequence event.

Motion: Kendal/Skidmore

That the GFC Executive Committee approve, under delegated authority from General Faculties Council, the (proposed) composition for the Advisory Search/Review Committee for the Vice-President (Advancement), as submitted by the Office of the President and as set forth in Attachment 1, to take effect immediately.

**CARRIED**

6. Inappropriate Behaviour Towards Individuals or Groups

Materials before members are contained in the official meeting file.

*Presenter:* Deborah Eerkes, Director, Office of Student Judicial Affairs

*Purpose of the Proposal:* The University has encountered several cases in which students have been charged under the Code of Student Behaviour's (COSB) Section 30.3.4—*Inappropriate Behaviour Towards Members of the University Community*—in which the 'victims' were not actually Members of the University Community. The Code should focus on the University's students' behaviour, not necessarily on who that behaviour is directed toward. In all cases, a tangible link to the University or University Activities must be made in order for COSB charges to apply.

*Discussion:*

Ms Eerkes introduced the proposal by explaining that the significant change being recommended was the revision to the heading of the above-noted section of the Code of Student Behaviour. She cited three different cases in which the University came close to being unable to discipline a student because, while the offence may have involved the University, it initially seemed to only be against a person not considered a member of the University community. The title change was intended to simply broaden this section of the Code to avoid any potential loopholes in its application.

The Chair asked for clarification about how a group identifies itself. Ms Eerkes noted that a group might be an ethnic group or a recognized students' group. She explained that an individual could file a complaint as

an individual or on behalf of a group. For example, an individual may complain on behalf of a recognized group of individuals with a disability if there is, for instance, no wheelchair access to a library. After further discussion, Ms Eerkes noted that “individuals and groups” was simply phrased that way in the Code in order to be as inclusive as possible. She further explained that, in enforcing the Code, the attempt is made to focus on the person who committed the act rather than those who come forward with the complaint. She also commented that the changes being proposed were not intended to alter in any way the current intent of this section of the Code and the way(s) in which groups of individuals may lodge complaints or the manner in which their complaints are handled by the University under the Code.

Motion: Johnston/Coulthard

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, a proposal submitted by the Director of the Office of Student Judicial Affairs (OSJA) to revise the heading of Code of Student Behaviour Section 30.3.4 to “Inappropriate Behaviour Towards Individuals or Groups” along with the resulting revisions to Code Sections 30.5.2(2)e, 30.5.6(1) and 30.5.6(2), as set forth in Attachment 1, to take effect upon final approval.

**CARRIED**

7. Draft Agenda for the January 30, 2012 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

*Discussion:*

The Chair introduced the issue, noting that it was likely too early to finalize the Agenda for the January 30, 2012 meeting of GFC; he stated that he would seek members’ input on this draft at the GFC Executive Committee meeting to be held on January 9, 2012, as well. Dr Amrhein took this opportunity to ask members for their views on visitors and guest speakers at Council meeting. Most members agreed that it would make sense to make this issue an agenda item for a future GFC Executive Committee meeting. It was observed that many had voiced their preference for a small number of speakers. One member expressed that debate provoked by a guest speaker at a GFC meeting was effective with a multitude of respondents; however, another member disagreed, stating that there was a lack of systematic responses and that having a dedicated respondent would improve the discussion.

Mr Yamagishi, on behalf of the Students’ Union, asked that an action item be added to the draft Agenda concerning the introduction of a Fall Term Reading Week. He explained that this proposed Fall break would blend into the existing long weekend coinciding, in November, with Remembrance Day and would reduce instructional days by two instead of pushing the Fall Term to start in August or to compact the exam schedule in December. Further, it was noted that the University of Alberta has two or three more instructional days than its Canadian peer set. The (proposed) Fall Term Reading Week would begin in the Fall Term, 2013. The Coordinator noted that it was premature at this time to add this item to the GFC draft Agenda, given the need for further review of the proposal and the development of a formal legislative timeline for this item, leading, finally, to approval by the Board of Governors.

Members agreed to defer final consideration and approval of the Agenda for the January 30, 2012 meeting of GFC until the GFC Executive Committee’s January 9 meeting.

**DISCUSSION ITEMS**

8. Office of Student Judicial Affairs (OSJA) 2010-2011 Annual Report and Statistics

Materials before members are contained in the official meeting file.

*Presenter:* Deborah Eerkes, Director, Office of Student Judicial Affairs

*Purpose of the Proposal:* To provide the GFC Executive Committee with the annual report and statistics of the Office of Student Judicial Affairs (OSJA) for the 2010-2011 academic year and to provide information on the activities of this office.

*Discussion:*

Ms Eerkes presented the report, noting that the numbers set out therein are relatively the same to the past reporting period. Ms Iva Spence, Appeals Coordinator, University Governance (and presenter for the next item), was invited to the table in order to assist in responding to members' queries on disciplinary actions at the University of Alberta.

During the ensuing discussion, both Ms Eerkes and Ms Spence addressed questions and comments from members regarding the following matters: clarification about the different reporting periods of the OSJA and the Appeals Coordinator; the complicated decision about when a sanction should appear on a student's transcript; the expected increase in appeals if more sanctions were to appear on a student's transcript; clarification about the term "varied" in relation to decisions rendered by appeals boards; and the wide range of behaviours that often fall under listed specific offences which is why it is difficult to always assign importance to changes in numbers reported.

9. Annual Report to General Faculties Council (GFC) from the Appeals Coordinator (July 1, 2009 to June 30, 2011)

Materials before members are contained in the official meeting file.

*Presenter:* Iva Spence, Appeals Coordinator, University Governance

*Purpose of the Proposal:* To provide the annual report of discipline and academic standing appeal statistics as required by GFC policy. In addition to reporting on the 2010-2011 reporting year, the Appeals Coordinator has also submitted a report past due for the 2009-2010 reporting year.

*Discussion:*

Ms Spence presented the report to members. Given her involvement in discussion on the previous item, there were no additional questions or comments.

10. Principles for Responding to Natural and Other Disasters

Materials before members are contained in the official meeting file.

*Presenter:* Philip Stack, Associate Vice-President (Risk Management Services)

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

*Discussion:*

The Chair explained that, since natural disasters become more connected to the academy as the University of Alberta increases its international activities and presence abroad, it was deemed appropriate to bring this item forward to the GFC Executive Committee for discussion purposes.

Mr Stack continued the discussion, stating the need to draft these principles was due, in part, to the many

requests put forward by members of the University community to provide response, both on individual and institutional levels, to natural disasters that had occurred around the world.

During the ensuing discussion, Mr Stack addressed questions and comments from members regarding the following matters: the need for more detail in the proposed Principles and, specifically, text that provides more guidance to administrators and others confronted by staff and students who wish to respond personally to a natural disaster; the balance between flexibility in the Principles and specificity; the need to direct those within the University community who want to provide some form of assistance to the appropriate external agencies; and the types of financial assistance the University would be prepared to provide to those students who come to study at the University of Alberta from a region of the world affected by a natural disaster.

11. General Appeals Committee (GAC) Annual Report to General Faculties Council (July 1, 2010 – June 30, 2011)

Materials before members are contained in the official meeting file.

*Presenter:* David Johnson, Special Advisor to the Provost

*Purpose of the Proposal:* For discussion/information; to comply with GFC-legislated reporting requirements.

Dr Johnson briefing presented the Report to members.

During the ensuing discussion, the presenter addressed questions and comments from members regarding the following matters: observation that 40% of cases that go to the General Appeals Committee (GAC) are changed; the power of the GAC to award tenure but the extreme rarity of this event; the difference in numbers in the Faculty of Science that may have some correlation with the size of the Faculty; and the seemingly fewer number of cases heard at the University of Alberta than those heard at the University of Toronto.

12. Question Period

There were no additional questions.

**INFORMATION ITEMS**

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

There were no items.

14. Information Items Forwarded to Committee Members Between Meetings

Thoughts on Guest Speakers at GFC - E-Mail Correspondence from Dr C Amrhein (E-Mailed to Members on November 21, 2011)

**CLOSING SESSION**

15. Adjournment

The Chair adjourned the meeting at 3:10 pm.