



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

General Faculties Council
Executive Committee
Approved Open Session Minutes

Monday, February 10, 2014
2-31 South Academic Building (SAB)
2:00 PM - 4:00 PM

ATTENDEES:

Voting Members:

| | |
|----------------|--|
| Carl Amrhein | Chair (Delegate), President |
| Ed Blackburn | Member, Academic Staff, Member of GFC |
| Dustin Chelen | Member, Students' Union Vice-President (Academic) |
| Lisa Collins | Member, Vice-Provost and University Registrar |
| Kaori Kabata | Member, Academic Staff, Member of GFC |
| Colin More | Member, Graduate Students' Association Vice-President (Academic) |
| Norma Nocente | Member, Academic Staff, Member of GFC |
| Steve Patten | Member, Academic Staff, Member of GFC |
| Sean Robertson | Member, Academic Staff, Member of GFC |
| Wendy Rodgers | Member, Academic Staff, Member of GFC |

Presenter(s):

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| Carl Amrhein | Provost and Vice-President (Academic) and Chair, GFC Executive Committee |
| Phyllis Clark | Vice-President (Finance and Administration) |
| David Johnson | Special Advisor to the Provost |
| Heather McRae | Associate Dean (Engaged Learning), Faculty of Extension |
| Mary Persson | Associate Vice-President (Audit and Analysis) and University Auditor, Internal Audit Services |
| Brad Hamdon | General Counsel |
| Andrea Hare | University Records Officer, Records Management Office |

Staff:

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

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

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

Motion: Collins/Rodgers

THAT the GFC Executive Committee approve the Agenda.

CARRIED

2. Approval of the Open Session Minutes of January 15, 2014

Materials before members are contained in the official meeting file

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

Motion: Blackburn/Nocente

THAT the GFC Executive Committee approve the Minutes of January 15, 2014.

CARRIED

3. Comments from the Chair (no documents)

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

Discussion:

Dr Amrhein, noting that this was his first meeting of the GFC Executive Committee after a year-and-a-half leave from the University, asked members to introduce themselves. In turn, he outlined some of the projects on which he worked during his leave, focusing much of his commentary on the issue of the need for Canada to develop a national strategy for post-secondary education.

The Chair commented on a number of additional relevant items for members.

ACTION ITEMS

4. Reduction of Quorum Requirement for the Faculty of Extension Council

Materials before members are contained in the official meeting file.

Presenter(s): Heather McRae, Associate Dean (Engaged Learning), Faculty of Extension

Purpose of the Proposal: To reduce the quorum requirement for Extension Faculty Council from "50%+1 of voting membership" to "40% of voting membership," thereby increasing the Faculty's ability to get additional programming approved by the Council in a timely manner.

Discussion:

Dr McRae described the current format and schedule of meetings for the Faculty of Extension Council and the perceived reasons for difficulty in achieving quorum at the meetings. She noted that the Faculty of Extension currently had one of the more stringent Faculty Council quorum provisions at the University.

During the discussion regarding this proposal, members provided several comments and questions, including, but not limited to: the reasons for differences in attendance during the summer months; the cause of lower turnout at Faculty of Extension Council meetings; and clarification with regard to the quorum requirements for other Faculty Councils.

Motion: Rodgers/Blackburn

THAT GFC Executive approve, under delegated authority from General Faculties Council, the proposed reduction in the quorum requirement for Faculty of Extension Council to 40% of the voting

membership (from its current 50% + 1 of the voting membership), as submitted by Faculty of Extension, to take effect upon final approval.

CARRIED

DISCUSSION ITEMS

5. Helping Individuals at Risk and Safe Disclosure and Human Rights Activity Report 2012-2013

Materials before members are contained in the official meeting file.

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

Purpose of the Proposal: In 2008, the University introduced the Office of Safe Disclosure and Human Rights (SDHR) as an intake office for issues arising under the Ethical Conduct and Safe Disclosure Policy. Organizationally, the office reports to the University Auditor to promote the independent, neutral, and advisory nature of the function.

In 2010, the Helping Individuals at Risk Policy (HIAR) was introduced and an intake function was created to work in conjunction with the Office of SDHR. The policy requires that annual reporting to General Faculties Council (GFC) and to the Board of Governors will occur after each year of operation.

The purpose of this report is to provide to members for information/discussion purposes an overview of the activities of each office and to comment on trends and issues and the strategies for dealing with them.

Discussion:

Ms Clark introduced the reports before members by commenting on the excellent work of Ms Persson and Mr King on the HIAR program and for the work carried out by the Office of SDHR. Ms Persson and Mr King outlined the recent developments and trends at the University of Alberta with regard to the HIAR program and in the area of safe disclosure/human rights.

During the discussion regarding this proposal, members provided several comments and questions, including, but not limited to: the structure and specifics of each program, including where individuals identified *via* the HIAR program might be referred; the reasons for increases in the number of cases being reported; and clarification on how institutional practices are formalized (eg, in policy) to ensure compliance with Provincial and other legislative requirements.

6. General Appeals Committee (GAC) Annual Report to General Faculties Council (July 1, 2012 – June 30, 2013)

Materials before members are contained in the official meeting file.

Presenter(s): David Johnson, Special Advisor to the Provost

Purpose of the Proposal: For information/discussion, with the report submitted in order to comply with GFC-legislated reporting requirements.

Discussion:

Dr Johnson presented the annual report of the General Appeals Committee (GAC) to members and noted that a recent uptick in appeals seems similar to historical one-year anomalies from the trend. He stated that, usually, two to four committees are struck each year, but, in looking back, he determined that in 1979 there were 16 GACs and in 1988 there were 13.

During the discussion regarding this proposal, members provided several comments and questions, including, but not limited to: clarification concerning the trends associated with appeals to the GAC; and clarification concerning 'OD' cases being overturned.

7. Proposed University Records Management Policy - Consultation

Materials before members are contained in the official meeting file.

Presenter(s): Phyllis Clark, Vice-President (Finance and Administration); Andrea Hare, University Records Officer; Brad Hamdon, University General Counsel

Purpose of the Proposal: To formalize the management of University records, regardless of media, and provide a framework for strong stewardship and management of records. The RM Policy will be a cornerstone component of the University's records management framework.

The purpose of the RM Policy is to provide guidance and direction on the creation and management of information and records, as well as to clarify staff responsibilities. Going forward, once all necessary records standards are in place (see Attachment 1), procedures providing specific guidance on the implementation of the RM Policy will be developed and put into effect upon approval.

It is important to move forward with the Policy first to provide an official framework for records management at the University, especially since work is proceeding on a centrally-approved and managed Electronic Document and Records Management System (EDRMS).

This item was before members for information/discussion.

Discussion:

Ms Clark explained that the University of Alberta is working on an electronic document management framework to enable more efficient work with regard to and better organization of institutional records. She noted that the proposed Policy before members is a cornerstone component of the framework.

During the discussion regarding this proposal, members provided several comments and questions, including, but not limited to: a request for clarification with respect to the anticipated role of the records management coordinator in each unit and the support and training that would be available for individuals in those roles; clarification with respect to the scope of the Policy and the anticipated timeframe for its implementation; and whether or not the retroactive scanning of hard-copy documentation would be required of individual units, with some additional clarification on records types to be deployed institution wide.

8. Question Period

Members posed questions regarding items for possible inclusion on the draft agenda for the GFC meeting to be held on March 24, 2014; the suitability of and challenges associated with the current venue for GFC meetings; the status of the recommendations coming out of the work of the Renaissance Committee; the status of the Peter Loughheed Leadership Initiative and the associated 'Leadership College'; and GFC member engagement.

INFORMATION REPORTS

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

There were no items.

10. Information Items Forwarded to Committee Members Between Meetings

There were no items.

CLOSING SESSION

11. Adjournment

The Chair adjourned the meeting at 4:10 pm.