



General Faculties Council  
Executive Committee  
Approved Open Session Minutes

Monday, February 23, 2015  
2-31 South Academic Building (SAB)  
2:00 PM - 4:00 PM

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**ATTENDEES:**

Voting Members:

Olive Yonge	Chair (Delegate), President
Lisa Collins	Member, Vice-Provost and University Registrar
Duncan Elliott	Member, Academic Staff, Member of GFC
Roger Epp	Member (Delegate), Provost and Vice-President (Academic)
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
Kathryn Orydzuk	Member, Vice-President (Academic), Students' Union
Sean Robertson	Member, Academic Staff, Member of GFC
Mirko van der Baan	Member, Academic Staff, Member of GFC
Jonathan White	Member, Academic Staff, Member of GFC

Presenter(s):

Anup Basu	Professor, Department of Computing Science
Garry Bodnar	Director of GFC Services and Secretary to GFC, University Governance
JC Cahill	Special Advisor, Faculty of Science (and Professor, Department of Biological Sciences)
Phyllis Clark	Vice-President (Finance and Administration) and Co-Chair, Resource Management Steering Committee
Lisa Collins	Member, Ad Hoc Working Group on GFC Discussion (and Member, GFC Executive Committee)
Deborah Eerkes	Director, Office of Student Judicial Affairs
David Johnson	Special Advisor to the Provost, Office of the Provost and Vice-President (Academic)
Colin More	Member, Ad Hoc Working Group on GFC Discussion (and Member, GFC Executive Committee)
Kerry Mummery	Dean, Faculty of Physical Education and Recreation and Co-Chair, Resource Management Steering Committee
Michael Peterson	Appeals and Compliance Officer, University Governance
Derek Roy-Brenneis	Senate Executive Officer and Assistant to the Chancellor
Mazi Shirvani	Vice-Provost and Dean, Graduate Studies and Research
Olive Yonge	Interim Provost and Vice-President (Academic), Office of the Provost and Vice-President (Academic)

Staff:

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

Andrea Patrick, Scribe

### **OPENING SESSION**

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

*Presenter:* Olive Yonge, Interim Provost and Vice-President (Academic) and Chair, GFC Executive Committee

*Discussion:*

The Chair noted that an Agenda item would be moved to accommodate the schedule of a guest presenter.

Motion: Robertson/White

THAT the GFC Executive Committee approve the Agenda, as amended.

**CARRIED**

2. Approval of the Open Session Minutes of January 12, 2015

Materials before members are contained in the official meeting file

*Presenter:* Olive Yonge, Interim Provost and Vice-President (Academic) and Chair, GFC Executive Committee

Motion: Epp/Kabata

THAT the GFC Executive Committee approve the Minutes of January 12, 2015.

**CARRIED**

3. Comments from the Chair

The Chair commented on a number of issues of interest to members.

### **ACTION ITEMS**

4. Proposed New Course Designation of MM (Multimedia) in the Department of Computing Science (Faculty of Science)

Materials before members are contained in the official meeting file.

*Presenter(s):* JC Cahill, Special Advisor, Faculty of Science (and Professor, Department of Biological Sciences); Anup Basu, Professor, Department of Computing Science

*Purpose of the Proposal:* To introduce a new course designation, MM, as an identifier of courses related to new Master of Science (MSc) in Computing Science - Multimedia Specialization program, starting in Fall 2015.

*Discussion:*

Dr Basu provided members with an update in regards to the development of this proposal, noting that Julie Naylor, Assistant Dean (Program & Operations), Faculty of Science, had provided the advice to establish a new course designation. He further explained the multi-disciplinary nature of this program as well as the potential opportunities for inter-Faculty, national and international as well as industry collaboration.

Dr Basu provided members with a brief summary of the program.

Members, during the discussion surrounding this proposal, provided a number of comments and questions, including, but not limited to: clarification regarding the reasons behind the establishment of this particular course designator; whether this degree would allow students to learn the storytelling element within this field; clarification regarding the governance path of these types of proposals; whether there are other designations within this program.

The Chair commended the presenters on the proposal.

Motion: Orydzuk/Collins

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, a new course designation of MM (Multimedia) (Department of Computing Science), as submitted by the Faculties of Engineering and Science, to take effect for Fall Term, 2015.

**CARRIED**

5. Draft Agenda for the March 9, 2015 Meeting of General Faculties Council (GFC)

Materials before members are contained in the official meeting file.

*Presenter:* Olive Yonge, Interim Provost and Vice-President (Academic) and Chair, GFC Executive Committee

*Purpose of the Proposal:* To approve the Agenda for the GFC meeting to be held on Monday, March 9, 2015.

*Discussion:*

The Chair invited members to discuss the Draft Agenda of the March 9, 2015 General Faculties Council (GFC), as circulated.

During the discussion in regards to this item, members expressed a number of comments and questions, including, but not limited to: clarification surrounding the absence of the Peter Lougheed Leadership College on the proposed Agenda; that allowing GFC to discuss the Peter Lougheed Leadership College will not meaningfully impact Administration's direction on the initiative; that there are still a lot of details not publicly available about the Peter Lougheed Leadership College; that there should be a distinction between Agenda items placed under "Discussion" and "Information Items"; a suggestion to remove some current items from the Draft Agenda in order to include the Peter Lougheed Leadership College; that the GFC Executive Committee could place a Motion on the Agenda soliciting the opinion of members of GFC; that members of GFC are uncertain about the impact of their commentary provided during the presentation of certain discussion items; that GFC should not vote on issues outside of its purview; that there seems to be widespread concern surrounding the transparency of the Peter Lougheed Leadership College and a suggestion to include an update on the March 2015 GFC Agenda; a suggestion to remove a specific Agenda item to accommodate an update regarding the Peter Lougheed Leadership College; a suggestion to include the Chancellor's presentation at a future meeting of GFC.

Motion: Nocente/White

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the March 9, 2015 meeting of General Faculties Council (GFC), as amended, as set forth in Attachment 1.

**CARRIED**

## **DISCUSSION ITEMS**

### 6. Annual Report of the Appeals and Compliance Officer (2012-2014)

Materials before members are contained in the official meeting file.

*Presenter:* Michael Peterson, Appeals and Compliance Officer, University Governance

*Purpose of the Proposal:* To provide the annual report of statistics, as required by GFC policy.

#### *Discussion:*

Mr Peterson introduced himself to members and thanked members for their attention. He reported that the findings within the Report cover the past two academic years. He stated that the appeal system operates under the highest levels of administrative fairness, as this is the final level of appeal at the University, and is subject to judicial review. He noted that the appeal system can accommodate simple appeals as well as more complicated ones.

He reported that there has been an increase in academic appeals, and that international students make up a significant portion of these appeals. He also added that more complex appeals are occurring. He explained that a large portion of his time goes towards preparing panel members, students, student groups and Faculties for these more complex appeals.

He reported that there have been three judicial reviews of appeals completed at the University of Alberta and all three affirmed the institutional processes in place.

Mr Peterson provided members with data in regards to specific charges and sanctions as contained within the Report.

Members, during the discussion surrounding this Report, provided a number of comments and questions, including, but not limited to: clarification regarding the appeal rates in certain Faculties; clarification about the incidence of stronger sanctions being imposed following an appeal; whether there are administrative methods being considered at the Faculty level to address appeals.

### 7. Office of Student Judicial Affairs (OSJA) 2013-2014 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 OSJA for the 2013-2014 academic year.

*Discussion:*

Ms Eerkes explained to members that the contents of the Report pertain to the most serious cases of non-academic discipline at the University of Alberta.

She pointed out the list of common sanctions, as included within the Report. She explained that the majority of the offenses are non-academic. She stated that the number of cases has decreased, although the complexity of cases is increasing. She reported that the statistics show that more males are committing non-academic offenses, and that these are concentrated within the first two years of studies. She reported that alcohol-related charges have decreased.

Ms Eerkes concluded that videos recently created by Office of Student Judicial Affairs on academic integrity have been successful and have garnered numerous views.

Members, during the discussion of this Report, expressed a number of comments and questions, including, but not limited to: clarification regarding current cheating trends; clarification surrounding involvement of international students in non-academic offenses; clarification surrounding the decrease in certain offenses.

8. Presentation to General Faculties Council (GFC) on the University of Alberta Senate by Chancellor Ralph Young

Materials before members are contained in the official meeting file.

*Presenter:* Derek Roy-Brenneis, Senate Executive Officer and Assistant to the Chancellor

*Purpose of the Proposal:* To raise awareness among GFC members of the Chancellor and the University Senate's role and membership; to enhance, in turn, the Chancellor's understanding of the role and function of GFC.

*Discussion:*

Mr Roy-Brenneis introduced himself to members, and added that this item relates to a request from Chancellor Ralph Young to attend a meeting of General Faculties Council (GFC) to explain the role of the University of Alberta Senate, and that additionally, GFC members play an important role in the nomination process of the Chancellor.

During the discussion surrounding this item, members expressed several comments and questions, including, but not limited to: support for this item, and that it is timely and relevant; that the notion of the Chancellor visiting GFC is quite appropriate and welcomed; that there are two members of the Senate, as well as a graduate student executive, who are also members of GFC; clarification surrounding the amount of time being proposed for the presentation at GFC.

9. General Appeals Committee (GAC) Annual Report to General Faculties Council (July 1, 2013 – June 30, 2014)

Materials before members are contained in the official meeting file.

*Presenter:* David Johnson, Special Advisor to the Provost, Office of the Provost and Vice-President (Academic)

*Purpose of the Proposal:* To provide an annual report as per GFC-legislated reporting requirements.

*Discussion:*

Dr Johnson explained that the contents of this Report pertain to appeals being made under the provisions of Article 15 of the Faculty Agreement, and then provided members with a brief synopsis of annual decisions. He noted that members of the General Appeals Committee (GAC) work very hard.

A member pointed out the excellent work of GAC member Dr Frank Peters.

10. Graduate Education Initiatives

Materials before members are contained in the official meeting file.

*Presenter:* Mazi Shirvani, Vice-Provost and Dean, Faculty of Graduate Studies and Research (FGSR)

*Purpose of the Proposal:* To report to General Faculties Council (GFC) on progress made to date on a number of initiatives related to graduate education at the University of Alberta.

*Discussion:*

Dr Shirvani explained to members that the first three pages of the original meeting material would need to be replaced, as they contained incorrect information, and he distributed new material to members.

Dr Shirvani reported that certain elements within the meeting material might be captured within a presentation at General Faculties Council (GFC), and added that the statistics reflect massive growth in regards to the number of graduate students within the past decade, as well as international students.

He provided members with a highlight of current strategies surrounding graduate education, including initiatives relating to recruitment scholarships, professional development for graduate students, services to graduate students, quality supervision of graduate and post-doctoral students, quality assurance, graduate education administration, and recommendations of the Deans' Council Subcommittee on Excellence in Graduate Education.

He asked members of the Committee to consider what information should be provided to GFC, noting that the meeting material presented contains a variety of broad topics.

Members, during the discussion surrounding this item, expressed a number of comments and questions, including, but not limited to: that this presentation contains too much information and specific recommendations in regards to targeted content; whether there would be graduate student representation on GFAC; that some of these items might impact faculty members; that an overview could be provided to GFC and if there are any suggestions for more information at that time, that those specific items could be addressed at subsequent meetings; clarification regarding the purpose of presenting these updates to GFC; a suggestion to divide the presentation into two portions, statistics and current and future initiatives surrounding professional development for graduate students; a suggestion for more information in regards to recruiting Canadian and American graduate students.

11. Guidelines for Discussion Topics for Meetings of General Faculties Council (GFC) – Draft Covering Memorandum for Forwarding the 'Guidelines' to GFC

Materials before members are contained in the official meeting file.

*Presenter(s):* Lisa Collins; Colin More, Members, Ad Hoc Working Group on GFC Discussion (and Members, GFC Executive Committee)

*Purpose of the Proposal:* To discuss and agree to a covering memorandum for the 'Guidelines' for discussion periods to be held at future GFC meetings to be shared with Council members as an 'Information Item Between Meetings'.

*Discussion:*

Mr More provided members with a summary of the strategies towards implementing the proposed Discussion Period at General Faculties Council (GFC).

Ms Collins pointed out that although members have already reviewed the proposed Guidelines, that the Working Group would appreciate feedback surrounding the proposed covering memorandum.

A member noted that circulating this to GFC members between meetings might appear as if the Working Group is not being fully transparent.

12. Decommissioning of the GFC Policy Manual – Update

Materials before members are contained in the official meeting file.

*Presenter:* Garry Bodnar, Director of General Faculties Council Services and Secretary to GFC

*Purpose of the Proposal:* To provide members of the GFC Executive Committee with an update on the decommissioning of the GFC Policy Manual and the transfer, as appropriate, of GFC-approved academic policies and procedures into the UAPPOL (University of Alberta Policies and Procedures On Line) environment.

*Discussion:*

Mr Bodnar updated members on the status of efforts towards decommissioning the General Faculties Policy (GFC) Policy Manual, noting that out of 120 sections, there are now only 13 sections remaining and of those sections, that several are currently under review and/or in existence in other institutional documents. He specifically noted the deletion of Section 5, following the adoption of new staff categories in 2011.

13. Exploring Responsibility Centred Management at the University of Alberta

Materials before members are contained in the official meeting file.

*Presenter(s):* Phyllis Clark, Vice-President (Finance and Administration) and Co-Chair, Resource Management Steering Committee; Kerry Mummery, Dean, Faculty of Physical Education and Recreation and Co-Chair, Resource Management Steering Committee

*Purpose of the Proposal:* To engage members of the GFC Executive Committee in discussion around resource management models, including the characteristics of RCM and the potential impacts of adopting a RCM at the University.

*Discussion:*

Ms Clark and Dr Mummery introduced themselves to members.

Ms Clark reported that the University of Alberta is evaluating the Responsibility Centred Management (RCM) model, and the group will provide advice on the model to the incoming President.

Ms Clark began her presentation by explaining the differences between the traditional finance model and RCM. She added that RCM is often referred to as incentive-based budgeting.

Dr Mummery provided members with a summary of the intent of RCM, noting that this budget model will allow Faculties to manage their own finances, and he added that many other North American post-secondary institutions already utilize this model. He stated that this item appears on each Deans' Council Agenda so that ongoing discussion and feedback surrounding this issue continue across the academy. He reported that the recent 'Town Hall' on RCM was well received and noted that a presentation at GFC on RCM could be accommodated.

Members, during the discussion surrounding this item, expressed a number of comments and questions, including, but not limited to: a suggestion to highlight the future of the Campus Alberta Grant during the onset of the presentation; that the Town Hall presentation was excellent; that there is misinformation at the institution surrounding this matter; clarification regarding how instances of financial unsustainability within individual Faculties would be handled; clarification surrounding the benefits of adopting this budget model; whether this model will involve cross-subsidization; clarification surrounding deferred amortization; whether teaching and learning have been incorporated into the RCM discussion; clarification surrounding how members of the related RCM working groups are selected; clarification regarding how the new budget model would impact service units.

14. Question Period

There were no questions.

**INFORMATION REPORTS**

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

There were no items.

16. Information Items Forwarded to Committee Members Between Meetings

There were no items.

**CLOSING SESSION**

17. Adjournment

The Chair adjourned the meeting at 4:25 p.m.