



# UNIVERSITY OF ALBERTA

## UNIVERSITY GOVERNANCE

General Faculties Council  
Executive Committee  
Approved Open Session Minutes

Monday, February 11, 2019  
2-31 South Academic Building (SAB)  
2:00 PM - 4:00 PM

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### **ATTENDEES:**

David Turpin, Chair  
Masoud Aliramezani  
Akanksha Bhatnagar  
Steven Dew  
Duncan Elliott  
Mary Forhan  
Bill Foster  
Sean McMurtry

Al Meldrum  
Melissa Padfield

### **REGRETS:**

Lesley Cormack  
Eleni Stroulia  
Nathan Sunday  
Brent Swallow

### Staff:

Meg Brolley, GFC Secretary  
Marion Haggarty-France,  
University Secretary  
Heather Richholt, scribe

### **OPENING SESSION**

#### 1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Dew/Elliott

THAT the GFC Executive Committee approve the Agenda.

**CARRIED**

#### 2. Comments from the Chair (no documents)

The Chair announced the reappointment of Michael Phair as Chair of the Board of Governors for another three year term. He mentioned that the launch of the Equity, Diversity, and Inclusion (EDI) Strategy was scheduled for February 13, 2019. He reported that the results of the feedback survey on the Board/GFC/Senate Summit were very positive and distributed the results for members' information.

### **CONSENT AGENDA**

#### 3. Approval of the Open Session Minutes of January 14, 2019

Materials before members are contained in the official meeting file.

Motion: Padfield/Dew

THAT the GFC Executive Committee approve the Open Session Minutes of January 14, 2019

**CARRIED**

#### 4. Annual Report on Undergraduate Enrolment 2018-19

Materials before members are contained in the official meeting file.

## **ACTION ITEMS**

5. Proposal from the Faculty of Nursing to add Consolidated Final Exam for NURS 125 Nursing Practice - Health Assessment and Nursing Process

Materials before members are contained in the official meeting file.

*Presenter(s):* Tanya Park, Acting Associate Dean, Undergraduate Programs, Faculty of Nursing

*Purpose of the Proposal:* The proposal is before the committee to request approval for a consolidated exam for NURS 125.

Dr Park noted that Nursing's new undergraduate curriculum, which was launched in fall 2018, incorporated larger class sizes and fewer sections and this resulted in the need for consolidated exams.

*Discussion:*

Members discussed the committee's delegated authority to approve requests for consolidated exams.

Motion: Elliott/Bhatnagar

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the addition of Consolidated Final Examination for NURS 125 Nursing Practice - Health Assessment and Nursing Process, as submitted by the Faculty of Nursing, to take effect 2019-2020.

**CARRIED**

6. Conflicts of Interest Amendment Act  
Code of Conduct: Employees' Obligations Respecting Conflicts of Interest

Materials before members are contained in the official meeting file.

*Presenter(s):* Brad Hamdon, General Counsel, Office of General Counsel; Wayne Patterson, Vice-Provost and Associate Vice-President (Human Resources)

*Purpose of the Proposal:* To present to GFC Executive Committee the Code of Conduct: Employees' Obligations Respecting Conflicts of Interest, as approved by the Ethics Commissioner on January 17, 2019.

Mr Hamdon presented an overview of the Code of Conduct required under Bill 27: *The Conflicts of Interest Amendment Act*, and explained the requirements for approval and the deadline for the provincial Ethics Commissioner. He noted that the document incorporated current policy and collective agreements and pointed out the sections of the document that contained new language including: rules for the acceptance of gifts, and prior approval for concurrent appointments and employment.

*Discussion:*

Members expressed several comments and questions, including but not limited to: enforcement; dispute resolution; the Collective Agreement; self-reporting; the potential for audit; Dean and Department Chair approvals; and Supplemental Professional Activity (SPA) regulations for individual Faculties.

Motion: Aliramezani/Forhan

THAT GFC Executive Committee recommend to General Faculties Council the Code of Conduct: Employees' Obligations Respecting Conflicts of Interest for approval, as set forth in Attachment 1, to take effect July 1, 2019.

**CARRIED**

## 7. Workplace Impairment Policy and Procedures

Materials before members are contained in the official meeting file.

*Presenter(s):* Wayne Patterson Vice-Provost and Associate Vice-President (Human Resources); Gerry McCune, Director, Organizational Development, Equity and Health, Human Resource Services

Mr Patterson provided an overview of the development of the documents and the consultations that occurred. He explained that this issue encompassed a variety of types of impairment that would impact employees attending work fit for duty including, but not limited to: recreational drugs, alcohol, prescription medication, fatigue and mental health concerns.

### *Discussion:*

Members expressed several comments and questions, including but not limited to: third party providers of drug testing; policy alignment with regulations for students; students as employees; support available for employees with addiction issues; definitions of extreme fatigue and extreme stress; the *Freedom of Information and Protection of Privacy Act*; training for supervisors; "safety sensitive" employees and other risks such as Student Success, and Reputation; and a duty to investigate repeated complaints. The committee agreed that this item required further discussion and should go forward to the next GFC meeting for discussion.

## 8. Proposed Terms of Reference for the Council on Student Affairs (COSA)

Materials before members are contained in the official meeting file.

*Presenter(s):* Tammy Hopper, Vice-Provost (Programs); Akanksha Bhatnagar, Vice-President (Academic), Students' Union; Masoud Aliramezani, Vice-President (Academic), Graduate Students' Association

*Purpose of the Proposal:* The proposal is before the committee to approve new terms of reference for the Council on Student Affairs (COSA) and to provide direction to the GFC Executive Committee to review the operation of COSA after three years to ensure that it is working as an effective body to hear the student voice and should be continued or, if not, that it should be disbanded.

The Chair reminded members that the committee had returned this item to the Transition Committee to consider the request from the Indigenous Graduate Students' Association (IGSA) for ex-officio membership on COSA.

Dr Hopper noted that the Transition Committee had discussed the matter and taken many things into account, including the current context and the university's commitment to the Truth and Reconciliation Commission's Calls to Action, the COSA Working Group's consultations, GFC's Principles of Committee Composition, and the effectiveness of larger committees. Dr Hopper noted that the Transition Committee had developed two options for composition and felt that GFC should consider which would be best.

### *Discussion:*

Members discussed the need for better student consultation, the GFC Principles of Committee Composition, the number of student members on GFC, how to ensure consultation with the appropriate constituents, COSA's ability to invite guests to meetings, and that meetings would be open to observers. Members decided that the committee should provide a single option to GFC for decision and include the rationale for choosing that option.

Members were in favour of option 2 and amended the motion to reflect this.

Motion: Foster/Dew

THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed Terms of Reference for the Council on Student Affairs (COSA), as set forth in Attachment 1, as amended, to take effect July 1, 2019.

**CARRIED**

9. Proposed Revisions to Standing Committee Terms of Reference - GFC Executive Committee

Materials before members are contained in the official meeting file.

*Presenter(s):* David Turpin, President and Vice-Chancellor and Chair of GFC Executive Committee

*Purpose of the Proposal:* The proposal is before the committee to approve and recommend the proposed terms of reference to GFC for approval.

The Chair noted that the proposed terms of reference had been considered by both the committee and GFC in January, were well received by both groups, and no changes were proposed.

*Discussion:*

There was no discussion.

Motion: Dew/Padfield

THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed Terms of Reference as set forth in Attachment 1, to take effect July 1, 2019.

**CARRIED**

**EARLY CONSULTATION**

10. Proposed Revisions to Terms of Reference - General Faculties Council

Materials before members are contained in the official meeting file.

*Presenter(s):* Tammy Hopper, Vice-Chair GFC Executive Transition Committee

Dr Hopper noted that she was presenting on behalf of the Eleni Stoulia, the Transition Committee Chair and gave an overview of the proposed changes including the new template and streamlined information.

Ms Brolley noted that the proposed terms would include a link to a curated list of the delegated authority from GFC. She indicated that this was an ongoing project and would include the delegations of authority that were contained in Committee Terms of Reference, Policies and Procedures, and job descriptions.

Ms Haggarty-France spoke about GFC composition and noted that 84 members of GFC were legislated by the *Post-Secondary Learning Act (PSLA)*, and that since the 1960s GFC, as a self-governing body, had added 74 members to its composition. She noted that post-doctoral fellows, recently added to the PSLA, were not currently represented on GFC. She also indicated that while the President of St. Joseph's College was a member of GFC, the President of St Stephen's College was not; GFC could consider adding St Stephen's to align these two affiliated colleges. She indicated that there were some appointed seats that had historically been vacant and that it was important to recognize if some of the seats made sense when they were added but did not in the current context.

*Discussion:*

Members discussed other Canadian GFC and Senate compositions, the attendance and engagement at GFC, and the opportunity for members of the community to serve.

Members also recognized that the *ad hoc* recommendations regarding downsizing GFC were meant to encourage engagement and discussed if lack of engagement remained an issue.

11. Proposed Revisions to Standing Committee Terms of Reference - GFC Academic Standards Committee (ASC)

Materials before members are contained in the official meeting file.

*Presenter(s):* Tammy Hopper, Vice-Provost (Programs) and Chair GFC Academic Standards Committee

Dr Hopper noted that there were 10 *ad hoc* recommendations that involved the GFC Academic Standards Committee and 6 of them had been addressed in the proposed terms of reference. The remaining 4 would be considered with the upcoming work on Program Approvals.

*Discussion:*

There was no discussion.

**DISCUSSION ITEMS**

12. Report of the Campuses and Facilities Safety and Security (CFSS) Working Group

Materials before members are contained in the official meeting file.

*Presenter(s):* Rob Munro, Acting Associate Vice-President (Risk Management Services); Rob Pawliuk, Associate Director/Operations, Facilities & Operations

Mr Munro and Mr Pawliuk explained that recent high profile security events across campus led to questions regarding the safety of campus. They gave an overview of the report and recommendations of the working group including increased University of Alberta Protective Services (UAPS) staffing, improvements to security technology, and comprehensive communications addressing safety and security across campus.

*Discussion:*

Members discussed the report's heat map and areas of higher safety incidents on campus; UAPS collaboration with Edmonton Police Services and Edmonton Transit Services Security; 911 service on campus; and safety and security on campus outside of peak business hours.

13. Green and Gold Scholar

*Presenter(s):* Steven Dew, Provost and Vice-President (Academic)

Dr Dew noted that a number of awards recognizing excellence were administered by the Provost's Office and that these were being reviewed to streamline processes and increase alignment with the EDI strategy. Dr Dew outlined some of the challenges with the Distinguished University Professor (DUP) award: equity and gender balance, funding source, and award terms that were not financially sustainable. He indicated that a new award was being developed to target the same level of the professoriate while addressing the current challenges with the DUP which would be discontinued.

*Discussion:*

Members discussed the prestige associated with the title of Distinguished University Professor, the purpose of changing the name, support for equity and time limit on terms, optics associated with a name change, whether the new award would be seen to be less prestigious, dealing with equity and financial issues at the same time, and how the new name would be perceived internally and externally.

14. Update on Changes to the University Calendar

*Presenter(s):* Melissa Padfield, Interim Vice-Provost and Registrar

Ms Padfield presented an update on upcoming changes to the online and PDF versions of the *University Calendar*.

*Discussion:*

Members asked about section numbers for citation purposes.

15. University of Alberta 2019-20 Budget (no documents)

*Presenter(s):* Steven Dew, Provost and Vice-President (Academic)

Dr Dew noted the joint Board of Governors and GFC Academic Planning Committee (APC) Budget Briefing on February 8th and indicated that the budget would come forward to APC on February 13th for recommendation to the Board. He also noted that there would be a presentation at GFC in March.

*Discussion:*

There was no discussion.

**ACTION ITEMS**

16. Draft Agenda for the Next Meeting of General Faculties Council

Materials before members are contained in the official meeting file.

*Presenter(s):* David Turpin, President and Vice-Chancellor and Chair of GFC Executive Committee

The Chair noted that the Workplace Impairment Policy and Procedures would be considered for discussion and that there would be an update from the Transition Committee under Comments from the Chair.

*Discussion:*

There was no discussion.

Motion: Dew/Elliott

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the February 25, 2019 meeting of General Faculties Council (GFC), as revised.
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**CARRIED**

**DISCUSSION ITEMS**

17. Question Period

There were no questions.

**INFORMATION REPORTS**

18. Items Approved by the GFC Executive Committee by email ballots

There were no items.

19. Information Items Forwarded to GFC Executive Committee between Meetings

There were no items.

**CLOSING SESSION**

20. Adjournment

The Chair adjourned the meeting at 4:05 p.m.