OPENING SESSION
1. Approval of Agenda  
   Steven Penney
2. Approval of the Open Session Minutes of October 25, 2018  
   Steven Penney
3. Comments from the Chair (no documents)  
   Steven Penney

ACTION ITEMS
4. Editorial Amendment to the Code of Student Behaviour  
   Meg Brolley
   
   Motion: To Approve with Delegated Authority
5. Revision of the Terms of Reference for the GFC Student Conduct Policy Committee  
   Meg Brolley
   
   Motion: To Recommend General Faculties Council Approval

EARLY CONSULTATION
6. Weapons on University Property  
   Marcel Roth

DISCUSSION ITEMS
7. Question Period  
   Steven Penney

INFORMATION REPORTS
8. Items Approved by the GFC Student Conduct Policy Committee by E-Mail Ballots (no items to date)  
   Steven Penney
9. Information Items Forwarded to Committee Members Between Meetings (no items to date)  
   Steven Penney

CLOSING SESSION
10. Next Meeting: May 23, 2019  
    Steven Penney
11. Next Meeting of General Faculties Council (GFC): April 29, 2019  
    Steven Penney
Presenter(s):
Meg Brolley                Secretary to GFC and Manager of GFC Services
Marcel Roth               Director, Protective Services

Documentation was before members unless otherwise noted.

Meeting REGRETS to:        Heather Richholt, 780-492-1937, richholt@ualberta.ca
Prepared by:               Heather Richholt, Committee Coordinator
University Governance      www.governance.ualberta.ca
OPENING SESSION

1. Approval of Agenda

Materials before members are contained in the official meeting file.

Motion: Nagel/Urbina

**THAT the GFC Student Conduct Policy Committee approve the Agenda.**

CARRIED

2. Approval of the Open Session Minutes of January 25, 2018

Materials before members are contained in the official meeting file.

Motion: Nagel/Urbina

**THAT the GFC Student Conduct Policy Committee approve the Minutes of January 25, 2018.**

CARRIED

3. Comments from the Chair (no documents)

The Chair welcomed members and asked everyone to introduce themselves. He noted that SCPC meetings were held in open session and that the committee rarely had closed sessions.

4. Committee Kick-Off and Orientation

*Presenter(s):* Marion Haggarty-France, University Secretary; Meg Brolley, Secretary to GFC and Manager of GFC Services

*Discussion:* Ms Haggarty-France and Ms Brolley gave a presentation on the structure of academic governance at the University of Alberta and the recommendations of the GFC ad hoc Committee on Academic Governance Including Delegated Authority. They highlighted the recommendations that had been completed to date and
gave an overview of GFC Principles for Delegation of Authority, GFC Principles for Standing Committee Composition, GFC Roles and Responsibilities of Members, GFC Meeting Procedural Rules, and the GFC Student Conduct Policy Committee Terms of Reference including mandate, responsibilities and delegated authority.

**DISCUSSION ITEMS**

5. 2017/18 Annual Report of Student Conduct Responses, Dean of Students’ Portfolio

*Presenter(s):* Deborah Eerkes, Director, Student Conduct and Accountability; Janice Johnson, Assistant Dean (Residence Life and Education)

*Discussion:*
Ms. Eerkes explained that this report was presented in a new format from previous years in an attempt to reflect all student conduct at the university. She noted that the groups represented in the report were collecting data in various ways and that made it difficult to combine the information. She further noted that there were efforts underway to streamline data collection and reporting.

Ms. Johnson spoke about the effectiveness of restorative practices and behavioral expectations to help those involved (victims, offenders and communities) to be active in resolution of issues. She noted that this had been effective even in fairly serious cases.

The presenters noted an increase in complaints about weapons, including replicas such as air-soft guns as well as an increase in reporting on intimate partner violence and sexual assault. They noted that University of Alberta Protective Services (UAPS) had been working with these issues.

During the discussion members expressed several comments and questions, including but not limited to: past incidents of evictions from residence before the official move in date; apology letters in restorative justice resolutions; the coordination of a sustainable restorative justice program; rates of disclosure for sexual violence and whether they reflect actual number of incidents; workshops and information on sexual consent available to students; the supports available for victims of sexual assault and the possible gap in supports for those who disclose their own misbehavior; liquor licenses and pressure on student groups to provide alcohol at events; and data management and collection systems.

Members asked that the reported information be broken down by facility and location as well as by student group in order to better identify patterns of behavior.

Members asked that the Dean of Students’ office follow up with counselling services to ensure that there was support for sexual misconduct offenders as well as for victims.


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

*Discussion:*
Mr. Peterson provided an overview of the report.

There was no discussion.

7. Question Period

There were no questions
INFORMATION REPORTS

8. Items Approved by the GFC Student Conduct Policy Committee by E-Mail Ballots
There were no items.

9. Information Items Forwarded to Committee Members Between Meetings
There were no items.

CLOSING SESSION

10. Adjournment
The Chair adjourned the meeting at 10:45 a.m.
**Agenda Title**: Editorial Amendment to the Code of Student Behaviour

**Motion**

THAT the GFC Student Conduct Policy Committee, with delegated authority from General Faculties Council, approve editorial amendments to the Code of Student Behaviour, as submitted by University Governance, and as set out in attachment 1, to take effect July 1, 2019.

**Item**

<table>
<thead>
<tr>
<th>Action Requested</th>
<th>☒ Approval</th>
<th>☐ Recommendation</th>
</tr>
</thead>
</table>

**Proposed by**

University Governance

**Presenter(s)**

Meg Brolley, General Faculties Council (GFC) Secretary and Manager of GFC Services

**Details**

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>General Faculties Council and the Board of Governors</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Purpose of the Proposal is (please be specific)</td>
<td>To approve editorial changes to the Code of Student Behaviour.</td>
</tr>
<tr>
<td>Executive Summary (outline the specific item – and remember your audience)</td>
<td>The proposed change updates the name change of the Province of Alberta’s Gaming, Liquor and Cannabis Regulation, and would therefore be considered an editorial change. This is necessary to maintain up-to-date and accurate institutional policy documents.</td>
</tr>
</tbody>
</table>

**Supplementary Notes and context**

<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include meeting dates)

**Those who are actively participating:**

- University Governance

**Those who have been consulted:**

- University Governance

**Those who have been informed:**

- GFC Student Conduct Policy Committee
### Approval Route (Governance) (including meeting dates)
- GFC Student Conduct Policy Committee - approval April 11, 2019

<table>
<thead>
<tr>
<th>Strategic Alignment</th>
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</thead>
<tbody>
<tr>
<td><strong>Alignment with <em>For the Public Good</em></strong></td>
</tr>
<tr>
<td><strong>Alignment with Institutional Risk Indicator</strong></td>
</tr>
<tr>
<td>☐ Enrolment Management</td>
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<tr>
<td>☐ Faculty and Staff</td>
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<tr>
<td>☐ Funding and Resource Management</td>
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<td>☐ IT Services, Software and Hardware</td>
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<td>☐ Leadership and Change</td>
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<td>☐ Physical Infrastructure</td>
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<tr>
<th>Legislative Compliance and jurisdiction</th>
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<tbody>
<tr>
<td><em>Post-Secondary Learning Act</em></td>
</tr>
<tr>
<td>GFC Student Conduct Policy Committee Terms of Reference</td>
</tr>
</tbody>
</table>

1. Attachment 1 – Editorial Change – Code of Student Behaviour

*Prepared by:* Meg Brolley, GFC Secretary and Manager of GFC Services, meg.brolley@ualberta.ca
### Editorial Change - Code of Student Behaviour (COSB):

<table>
<thead>
<tr>
<th>30.3.6</th>
<th>Other Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.3.6(1)</td>
<td><strong>Alcohol Provision and Consumption</strong></td>
</tr>
<tr>
<td>30.3.6(1) a</td>
<td>No Student shall consume or serve alcohol on University property other than in licensed premises, at a University function with a valid permit issued by Ancillary Services or in accordance with regulations pertaining to University residences.</td>
</tr>
<tr>
<td>30.3.6(1) b</td>
<td>No Student shall violate the regulations regarding alcohol use set forth in the UAPPOL Alcohol Policy. (GFC 03 FEB 2014)</td>
</tr>
<tr>
<td>30.3.6(1) c</td>
<td>No Student shall violate Alberta Gaming and Liquor Commission regulations regarding the use of alcohol on campus. These regulations must be posted at any function serving alcohol on campus. (SCPC 25 JAN 2018)</td>
</tr>
</tbody>
</table>

**Rationale:**

Reference to Alberta’s Gaming, Liquor and Cannabis Regulation appears once in the Code of Student Behaviour. The complete COSB is available online at:
Revision of the Terms of Reference for the GFC Student Conduct Policy Committee

THAT the GFC Student Conduct Policy Committee recommend to General Faculties Council the proposed revision to the GFC Student Conduct Policy Committee Terms of Reference as proposed by University Governance and as set forth in attachment 1, to take effect upon approval.

Proposed by: University Governance
Presenter(s): Meg Brolley, General Faculties Council (GFC) Secretary and Manager of GFC Services

The Purpose of the Proposal is (please be specific)
To approve revised Terms of Reference for the GFC Student Conduct Policy Committee (SCPC)

Executive Summary (outline the specific item – and remember your audience)
In their report of April 21, 2017, the ad hoc Committee on Academic Governance Including Delegated Authority recommended changes to all the GFC standing committee terms of reference. During the implementation of these recommendations, SCPC’s terms of reference were the first to be approved on October 30, 2017.

The terms of reference for the GFC Nominating Committee, and the disbandment of the Replenishment Committee, were approved at GFC on April 30, 2018. The GFC Nominating Committee is now responsible for the replenishment of all GFC standing committees and the responsibility for the appointment of the SCPC Chair and Vice-Chair fall under that mandate.

The proposed revisions reflect current process as noted in the Nominating Committee terms of reference.

Supplementary Notes and context <This section is for use by University Governance only to outline governance process.>

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)
Those who are actively participating:
• University Governance

Those who have been consulted:
• University Governance

Those who have been informed:
• GFC Student Conduct Policy Committee

Approval Route (Governance) GFC SCPC - recommendation April 11, 2019
### Strategic Alignment

<table>
<thead>
<tr>
<th>Alignment with <em>For the Public Good</em></th>
<th>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.</th>
</tr>
</thead>
</table>
| Alignment with Institutional Risk Indicator | Please note below the specific institutional risk(s) this proposal is addressing.  
☐ Enrolment Management  
☐ Faculty and Staff  
☐ Funding and Resource Management  
☐ IT Services, Software and Hardware  
☒ Leadership and Change  
☐ Physical Infrastructure  
☒ Relationship with Stakeholders  
☒ Reputation  
☐ Research Enterprise  
☐ Safety  
☐ Student Success |
| Legislative Compliance and jurisdiction | *Post-Secondary Learning Act*  
GFC Student Conduct Policy Committee Terms of Reference |

1. Attachment 1 – Revised GFC Student Conduct Policy Committee Terms of Reference

Link: [GFC Nominating Committee Terms of Reference](#)

*Prepared by:* Meg Brolley, GFC Secretary and Manager of GFC Services, meg.brolley@ualberta.ca
1. Mandate and Role of the Committee
   The Student Conduct Policy Committee (SCPC) is a standing committee of General Faculties Council charged with providing oversight to the university’s student discipline codes. The committee reviews and recommends on new codes, and policies and procedures related to discipline. SCPC may be called upon to provide advice to the Provost and Vice-President (Academic) on items which may include, but are not limited to, rules and regulations other than discipline codes.

2. Areas of Responsibility
   a. Review and recommend changes to General Faculties Council on:
      - the Code of Student Behaviour and student discipline procedures
      - the Code of Applicant Behaviour
      - the Practicum Intervention Policy
      - the Residence Community Standards Policy
   b. Discuss annual residence discipline statistics and forward reports to GFC for information.
   c. Discuss annual statistical reports on discipline cases dealt with by Faculties, the Discipline Officer, the Registrar, Unit Directors, the University Appeal Board (UAB), GFC Academic Appeals Committee (AAC), and the GFC Practice Review Board (PRB) and forward reports to GFC for information.

3. Composition

   Voting Members (13)
   - Ex-officio (1)
     - Vice-Provost and Dean of Students
   - Appointed (4)
     - 1 academic staff (A1.1, A1.5, A1.6, A1.7) to serve as Chair; appointed by GFC Executive Committee Nominating Committee for a two year term. Strong preference is given to an individual with legal training.
     - 1 representative from each of the following (3 total):
       - Students’ Union Executive, appointed by the Students’ Union Executive
       - Graduate Students’ Association Executive, appointed by the Graduate Students’ Association Executive
       - Residences, appointed by Council of Residence Association
   - Cross Appointed (1)
     - Dean (or designate) from the GFC Academic Standards Committee (ASC), elected by ASC for a one year term
   - Elected by GFC (7)
     - 2 student members of GFC (graduate or undergraduate)
     - 2 academic staff (A1.1, A1.5, A1.6, A1.7) at least 1 of whom is a member of GFC
     - 1 academic staff (A1.1, A1.5, A1.6, A1.7) who is a former Associate Dean or a former University Appeals Board (UAB) Chair
     - 2 staff members (A1.0, A2.0 and/or S1.0, S2.0)
Note: The Vice-Chair will be appointed by the GFC Executive Committee from amongst the elected academic staff (A1.1, A1.5, A1.6, A1.7) of SCPC for a one year term.

Non-Voting Members
- Discipline Officer
- Appeals Coordinator as defined in the Code of Student Behaviour, Code of Applicant Behaviour and the Practicum Intervention Policy
- Director of University of Alberta Protective Services
- Assistant Dean of Students (Residence)
- GFC Secretary
- University Secretary
- Representative from the Office of the Student Ombuds

4. Delegated Authority from General Faculties Council
   Should be reviewed at least every three years and reported to GFC.

   4.1 Approve editorial amendments to:
       a. the Code of Student Behaviour (except as listed under 7. Limitations to Authority)
       b. the Code of Applicant Behaviour (except as listed in 7. Limitations to Authority)
       c. the Practicum Intervention Policy (except as listed in 7. Limitations to Authority)

5. Responsibilities Additional to Delegated Authority
   5.1 To recommend to GFC on proposals for substantive changes to the Code of Student Behaviour, the Code of Applicant Behaviour, and the Practicum Intervention Policy.

6. Sub-delegations from GFC SCPC
   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 SCPC:

   7.1 Substantive Amendments, as determined by SCPC, are forwarded to General Faculties Council for recommendation to the Board of Governors:
       a. the Code of Student Behaviour
       b. the Code of Applicant Behaviour
       c. the Practicum Intervention Policy

   7.2 All Amendments to the following sections are forwarded to General Faculties Council for recommendation to the Board of Governors:
       a. the Code of Student Behaviour
          30.6: Procedures for Appeal of Decisions to the University Appeal Board (UAB)
       b. the Code of Applicant Behaviour
          11.8.9: Appeals Against Decisions of the Registrar
       c. the Practicum Intervention Policy
          87.5: Appeals to the GFC Practice Review Board (PRB)
          87.6: GFC PRB Terms of Reference, Powers and Jurisdiction
87.7: Composition of the GFC PRB
87.8: Procedures Prior to GFC PRB Hearings
87.9: Procedures at the GFC PRB Hearing
87.10: Confidentiality of Hearing and Material)

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

9. Definitions
Editorial and Substantive – The Student Conduct Policy Committee determines which amendments are editorial and which are substantive.

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
Code of Student Behaviour
Code of Applicant Behaviour
Practicum Intervention Policy
Residence Community Standards

Approved by General Faculties Council: October 30, 2017
**Governance Executive Summary**  
**Advice, Discussion, Information Item**

**Agenda Title** | **Weapons on University Property**
---|---

**Item**

| Proposed by | Marcel Roth, Director, Protective Services |
| Presenter | Marcel Roth, Director, Protective Services |

**Details**

| Responsibility | Vice-President (Finance & Administration) |
| The Purpose of the Proposal is (please be specific) | To provide an overview of the incidents of weapons and replicas on campus and discuss strategies to mitigate risk. |

**Executive Summary**  
*(outline the specific item – and remember your audience)*

**Issue**

Incidents involving weapons and firearms on campus have increased in frequency in recent years. Complaints involving weapons to the University of Alberta’s Protective Services (UAPS) have risen from 3 in 2016, to 6 in 2017, and to 11 in 2018. Most of these complaints involve UofA students. Another alarming trend has been the discovery of firearms and other weapons in University residences.

Incidents of weapons on campus are normally reported to and coordinated with Edmonton Police Service (EPS). EPS must employ their standard response and the risk of injury or death to members of our community is serious. The high availability of realistic replicas of firearms add to that risk.

**UofA Policy Framework**

The University of Alberta Firearms Policy states:

> Privately owned firearms are not allowed (whether being transported or used) on University owned, leased, rented or controlled properties without the approval of Campus Security Services and the appropriate Dean or Unit Director.

The current University of Alberta Residence Community Standards Policy (RCSP) mentions: “respecting the safety, security, and dignity of other community members” and “issues of safety and security, including but not limited to disruptive, threatening or violent conduct”.

Section 30.3.4(6)(c) in the Code of Student Behaviour (COSB) states:

> No Student shall create a condition which endangers or potentially endangers or threatens the health, safety or well being of other persons.

**Proposed Mitigation Strategies**

Efforts are underway to propose changes to the rental agreements for University residences to specify that weapons cannot be stored or kept in residence. Similarly, training materials are being put together for new
and returning residence staff who may encounter weapons in the normal course of their duties.

Likewise, a more specific section regarding weapons within the COSB to reflect the seriousness and potential consequences of possession of a weapon while on University of Alberta property is needed.

There is opportunity for UAPS, Residence/Ancillary Services, General Counsel and SCPC to cooperate on this matter to ensure consistency in the university’s regulations, policies and procedures. Communication and education are also key to this initiative and should be coordinated as well.

| Supplementary Notes and context | GFC SCPC is responsible for reviewing and recommending changes to General Faculties Council on the Code of Student Behaviour and student discipline procedures, and the Residence Community Standards Policy. |

### Engagement and Routing (Include proposed plan)

| Consultation and Stakeholder Participation | August 2019: Review final work between Ancillary Services and General Counsel including definition of a weapon. September-December, 2019: Consultation with stakeholders including but not limited to: GFC SCPC, Protective Services, Dean of Students, Student Conduct and Accountability, General Counsel, SU and GSA. January-March 2020: Submit a final draft of revisions to GFC SCPC for review and recommendation to GFC. |

### Strategic Alignment

| Alignment with *For the Public Good* | Objective 19 (iii) – Sustain – aligns the proposed outcome with endorsing a culture of safety awareness, knowledge, planning, and practice to ensure campus safety. |

| Alignment with Institutional Risk Indicator | Please note below the specific institutional risk(s) this proposal is addressing. |

| ☐ Enrolment Management | ☐ Relationship with Stakeholders |

| ☐ Faculty and Staff | ☑ Reputation |

| ☐ Funding and Resource Management | ☐ Research Enterprise |

| ☐ IT Services, Software and Hardware | ☑ Safety |

| ☐ Leadership and Change | ☑ Student Success |

| ☐ Physical Infrastructure | |

### Legislative Compliance and jurisdiction

| Post-Secondary Learning Act |

| SCPC Terms of Reference |

Links:
Residence Conduct Guide
Residence Agreement
U of A Residence Community Standards Policy
Code of Student Behavior
UAPPOL Firearms Policy (and related procedures)

Prepared by: Marcel Roth, Director, UofA Protective Services