OPENING SESSION

1. Approval of the Agenda
   Pierre Lemelin
2. Approval of the Open Session Minutes of November 01, 2018
   Pierre Lemelin
3. Comments from the Chair (no documents)
   Pierre Lemelin

DISCUSSION ITEMS

4. Review of GFC University Teaching Awards Committee (UTAC) Adjudication Guidelines
   Pierre Lemelin
5. Introduction to Secure Document Portal (no documents)
   Laura Riley
   Meg Brolly
6. Handling of Electronic Files (no documents)
   Pierre Lemelin
7. Question Period
   Pierre Lemelin

INFORMATION REPORTS

8. Items Approved by the Committee by E-Mail Ballots (non-debatable)
   (no items to date)
   Pierre Lemelin
9. Information Items Forwarded to Committee Members Between Meetings (no items to date)
   Pierre Lemelin

CLOSING SESSION

10. Next Meeting of the GFC University Teaching Awards Committee:
    Thursday, April 4, 2019, 1:00 pm – 4:00 pm (Adjudication meeting - lunch will be served at the onset of the meeting)
    Pierre Lemelin
11. Next Meeting of General Faculties Council: Monday, March 18, 2019
    Pierre Lemelin

Documentation was before members unless otherwise noted.

Meeting REGRETS to: Laura Riley, GFC UTAC Coordinator, 780-248-2069, laura.riley@ualberta.ca
Prepared by: Laura Riley, GFC UTAC Coordinator, 780-248-2069, laura.riley@ualberta.ca
University Governance www.governance.ualberta.ca

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General Faculties Council
University Teaching Awards Committee
Open Session Minutes

Thursday, November 01, 2018
3-07 South Academic Building (SAB)
1:00 PM - 2:30 PM

ATTENDEES:

Voting Members:
Pierre Lemelin, Chair
Jen Beverly
Gautam Gaur
Cheryl Poth
Heather Raymond
Janet Yao
Regrets:
Ramesh Bhambhani
Ryan Dunch

Staff:
Laura Riley, Coordinator
Meg Brolley, GFC Secretary

OPENING SESSION

1. Approval of the Agenda
   Materials before members are contained in the official meeting file.
   Motion: Raymond / Poth
   THAT the GFC University Teaching Awards Committee approve the Agenda.  CARRIED

2. Approval of the Open Session Minutes of October 04, 2018
   Materials before members are contained in the official meeting file.
   Motion: Gaur / Yao
   THAT the GFC University Teaching Awards Committee approve the Minutes of October 4, 2018.  CARRIED

3. Comments from the Chair (no documents)
   Presenter(s): Pierre Lemelin, Chair, GFC University Teaching Awards Committee
   Discussion:
The Chair welcomed the committee and discussed the important work the university community and this committee has undertaken leading to the documents before them today as action items.

ACTION ITEMS

4. GFC University Teaching Awards Committee Terms of Reference
   Materials before members are contained in the official meeting file.
   Presenter(s): Pierre Lemelin, Chair, GFC University Teaching Awards Committee
**Purpose of the Proposal:** To approve the revised terms of reference for the GFC University Teaching Awards Committee.

**Discussion:**
The Chair gave a brief overview of the work carried out since the committee met in April 2018 to discuss the draft document: review and comments from the Transition Committee, and early consultation with GFC Executive Committee and GFC. The Chair noted that GFC asked about student representation and Indigenous representation on the committee. The committee discussed and agreed that student representation was adequate given the balance of faculty/alumni/student membership. The committee discussed Indigenous representation and felt that GFC should consider how to reflect this on all standing committees.

Motion: Beverly / Yao

<table>
<thead>
<tr>
<th>THAT the GFC University Teaching Awards Committee recommend that General Faculties Council approve the proposed changes to the GFC University Teaching Awards Committee Terms of Reference as set forth in Attachment 1, to take effect May 1, 2019.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CARRIED</strong></td>
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5. **GFC University Teaching Awards Committee Adjudication Guidelines**

Materials before members are contained in the official meeting file.

**Presenter(s):** Pierre Lemelin, Chair, GFC University Teaching Awards Committee

**Purpose of the Proposal:** To approve the revised adjudication guidelines for the GFC University Teaching Awards Committee.

**Discussion:**
The Chair advised the committee that when the Terms of Reference went to GFC for approval, the guidelines would be attached for information. The Chair reminded members that this will be an evolving document to be reviewed and approved annually.

Motion: Raymond / Beverly

<table>
<thead>
<tr>
<th>THAT the GFC University Teaching Awards Committee approve the GFC UTAC Adjudication Guidelines as set forth in Attachment 1.</th>
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<tbody>
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<td><strong>CARRIED</strong></td>
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**DISCUSSION ITEMS**

6. **Election of GFC UTAC Vice-Chair**

**Presenter(s):** Pierre Lemelin, Chair, GFC University Teaching Awards Committee

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

**Discussion:**
The Chair noted that Ryan Dunch had agreed to serve as Vice-Chair. The committee unanimously elected him to Vice-Chair commencing immediately and ending June 30, 2019.

The Chair advised that election of a Vice-Chair would be considered again in April 2019 so that the next Vice-Chair could participate in GFC Chair orientation in September.
7. **Question Period**
   There were no questions.

**INFORMATION REPORTS**

8. **Items Approved by the Committee by E-Mail Ballots (non-debatable) (no items to date)**
   There were no items.

9. **Information Items Forwarded to Committee Members Between Meetings (no items to date)**
   There were no items.

**CLOSING SESSION**

10. **Adjournment**
    The Chair adjourned the meeting at 2:00 pm.
GFC UTAC Adjudication Guidelines

The GFC University Teaching Awards Committee (UTAC) considers nomination packages of exceptional quality. Members share responsibility through collective decision-making and trusting in the value of their common knowledge and wisdom. UTAC’s strength resides in the diversity and commitment of its members.

This document, reviewed and approved annually by the committee, ensures that the processes used by the committee in its adjudication work are clearly defined and able to stand up to close scrutiny.

Conflicts of interest

a. All UTAC members are expected to divest themselves of their particular concerns and act in the best interests of the University of Alberta in selecting award recipients.
b. UTAC members must declare any conflicts of interest, real or perceived. If a member feels that they are unable to participate ethically in the adjudication process, the member may withdraw from the discussion of a particular nominee.
c. UTAC members should not participate in the nomination process within their Faculties. Such participation includes, but is not limited to, assistance in preparation of nomination packages, including preparation of letters of support.

Information provided on nominees

a. Considering that nominations received by UTAC are excellent, most, if not all nominees will meet each criterion for the award to which they have been nominated. Thus, the point is not to consider whether a nominee deserves a specific teaching award in abstracto, but to decide whether a nominee is better than the others in the same pool of nominees.
b. Decisions will be based on the contents of the nomination packages, but may also involve consideration of additional information, provided this information is publicly available and can be shared amongst all UTAC members. Offering anecdotal information (e.g., a testimonial) regarding individual nominees could unfairly influence the outcome of deliberations and is not permitted.

Ranking before the adjudication meeting

In order to allow the committee adequate time to discuss nominations, the following process has been established:

a. After reviewing the nomination packages, UTAC members fill out a table categorizing each nominee as either in the top, in the middle, or at the bottom of their ranking for each award.

The three categories can be interpreted as follows:
- **Top**: nominees you **very strongly** believe should get the award
- **Bottom**: nominees you **would not mind** if they did not get the award
- **Middle**: all other nominees
Putting a nominee in the bottom category does not lessen the appreciation of their teaching. Clearly, categorizing nominees either in the top or bottom category, inasmuch as it is possible, is *most useful* when we consider all UTAC members’ rankings together.

b. Members provide the committee coordinator with their ranking table at least five (5) working days before the adjudication. An informal tally will be prepared by the committee coordinator, and shared with the committee.

c. Collating member rankings will show whether a nominee is obviously at the top or at the bottom when considering all nominations. The tally also provides a ranking of all nominees prior to the adjudication meeting, which helps to focus the committee’s discussions.

At the adjudication meeting

UTAC decides by consensus how to proceed with the nominations. The tally of rankings is used as a guide to streamline discussion. A member may, at any time, ask to discuss any nominee regardless of position in the tally.

- **Nominees at the bottom of collated rankings:**
  Taking as a starting point the tally made of all rankings, members agree on which nominees not to discuss. A member may, however, request a nominee be discussed, even if at the bottom of the collated rankings. It is important to keep this in mind as previous experience has shown that the discussion can result in reconsideration.

- **Nominees at the top of collated rankings:**
  Based on the ranking tally, members agree on which nominees should be granted the awards. Usually, such nominations are not discussed at length, however, any UTAC member may request a full discussion of any of the nominees.

- **Other nominees/awards:**
  Depending on the number of remaining nominees and awards, the committee may choose to discuss all remaining nominees or only those near the top of the collated rankings.

- **Annual additional award**
  The committee may, as provided for and outlined in published procedures of the Awards for Teaching Excellence Policy for certain awards, choose to either award or carry forward the additional award for one year.

*Approved by GFC University Teaching Awards Committee*  
*November 2018*