The following Motions and Documents were considered by the GFC General Faculties Council at its Monday, April 30, 2018 meeting:

**Agenda Title: New Members of GFC**

**CARRIED MOTION:**

**MOTION I: TO APPOINT/REAPPOINT:** The following undergraduate student representatives to serve on GFC for terms commencing May 1, 2018 and ending April 30, 2019:

Brandi Kobes, Faculty of Agricultural, Life and Environmental Sciences  
Erin Allin, Faculty of Arts  
Robert Bilak, Faculty of Arts  
Yiming Chen, Faculty of Arts  
Victoria deJong, Faculty of Arts  
Mariam Hosseiny, Faculty of Arts  
Mpoe Mogale, Faculty of Arts  
Dustin Sandler, Faculty of Arts  
Mitch Wilson, Faculty of Arts  
John Hussein, Alberta School of Business  
Luke Statt, Alberta School of Business  
Tahra Haddouche, Campus Saint-Jean  
Amlan Bose, Faculty of Engineering  
Ryan Holowaty, Faculty of Engineering  
Cindy Liang, Faculty of Engineering  
Syed Mustafa, Faculty of Engineering  
Janet Yao, Faculty of Engineering  
David Chung, Faculty of Law  
Albert Hu, Faculty of Medicine and Dentistry  
Nathan Sunday, Faculty of Native Studies  
Abigail Bridarolli, Faculty of Nursing  
Miray Aizouki, Faculty of Pharmacy and Pharmaceutical Sciences  
Joel Agarwal, Faculty of Science  
Tiffany Bruce, Faculty of Science  
Julia Craig, Faculty of Science  
Genna DiPinto, Faculty of Science  
Hyejun Kim, Faculty of Science  
Shuaa Rizvi, Faculty of Science  
Rachel Wang, Faculty of Science

The following graduate student representatives at-large to serve on GFC for terms commencing May 1, 2018 and ending April 30, 2019:

Saleema Allana, Faculty of Nursing  
Vahid Ayan, Alberta School of Business  
Bishoi Aziz, Faculty of Medicine and Dentistry  
Natalie Diether, Faculty of Agricultural, Life and Environmental Sciences  
Gautam Gaur, Faculty of Agricultural, Life and Environmental Sciences  
Osman Hojanepesov, Faculty of Medicine and Dentistry  
Taher Jafferjee, Faculty of Science  
Maryam Kebbe, Faculty of Medicine and Dentistry  
Carmel Montgomery, Faculty of Medicine and Dentistry
Sabitha Rajaruban, Faculty of Medicine and Dentistry
Samina Sana, School of Public Health
Andrews Tawiah, Faculty of Rehabilitation Medicine
Allan (Yilun) Wu, Faculty of Medicine and Dentistry
Ding Xu, Faculty of Arts

The following undergraduate student members elected by the Students’ Union to the Board of Governors and appointed to GFC for a term that is concurrent with terms on the Board (May 1, 2018 to April 30, 2019):

Reed Larsen, President, Students’ Union
Levi Flaman, Student Appointee (Board of Governors Representative)

The following graduate student member elected by the Graduate Students’ Association to the Board of Governors and appointed to GFC for a term that is concurrent with a term on the Board (May 1, 2018 to April 30, 2019):

Sasha van der Klein, President, Graduate Students’ Association

CARRIED MOTION:
MOTION II: TO RECEIVE: The following statutory undergraduate student members nominated by the Students’ Union to serve on GFC for terms beginning May 1, 2018 and ending April 30, 2019:

Akanksha Bhatnagar, Vice-President (Academic), Students’ Union
Andre Bourgeois, Vice-President (Student Life), Students’ Union

The following statutory graduate student member nominated by the Graduate Students’ Association to serve on GFC for a term beginning May 1, 2018 and ending April 30, 2019:

Masoud Aliramezani, Vice-President (Academic), Graduate Students’ Association

The following ex officio member, to serve on GFC for a term of office beginning May 1, 2018 and extending for the duration of the appointment:

Matthias Ruth, Vice-President (Research)

Final Item 4.

Agenda Title: School of Public Health termination of the Post Graduate Diploma in Health Promotion

CARRIED MOTION:
THAT General Faculties Council, as recommended by the GFC Academic Planning Committee, recommend that the Board of Governors approve the termination of the Post Graduate Diploma in Health Promotion offered through the School of Public Health, as submitted by the Faculty of Graduate Studies & Research, and as set forth in Attachment 1, to be effective upon approval.

Final Item 9.

Agenda Title: Terms of Reference for a new free-standing GFC Nominating Committee and the Disbandment of the GFC Replenishment Committee

CARRIED MOTION:
MOTION I: THAT General Faculties Council approves the terms of reference for a free-standing GFC Nominating Committee as set forth in Attachment 1, to take effect July 1, 2018, and approve the accompanying transition plan, as set forth in Attachment 2, to take effect May 1 until June 30, 2018

CARRIED MOTION:
MOTION II: THAT General Faculties Council approves the disbandment of the GFC Replenishment Committee, effective June 30, 2018

Final Item 10.
MOTION I: TO APPOINT [This motion may be proposed only by statutory members of GFC]:

The following undergraduate student representatives to serve on GFC for terms commencing May 1, 2018 and ending April 30, 2019:

- Brandi Kobes, Faculty of Agricultural, Life and Environmental Sciences
- Erin Allin, Faculty of Arts
- Robert Bilak, Faculty of Arts
- Yiming Chen, Faculty of Arts
- Victoria deJong, Faculty of Arts
- Mariam Hosseiny, Faculty of Arts
- Mpoe Mogale, Faculty of Arts
- Dustin Sandler, Faculty of Arts
- Mitch Wilson, Faculty of Arts
- John Hussein, Alberta School of Business
- Luke Statt, Alberta School of Business
- Tahra Haddouche, Campus Saint-Jean
- Amlan Bose, Faculty of Engineering
- Ryan Holowaty, Faculty of Engineering
- Cindy Liang, Faculty of Engineering
- Syed Mustafa, Faculty of Engineering
- Janet Yao, Faculty of Engineering
- David Chung, Faculty of Law
- Albert Hu, Faculty of Medicine and Dentistry
- Nathan Sunday, Faculty of Native Studies
- Abigail Bridarolli, Faculty of Nursing
- Miray Aizouki, Faculty of Pharmacy and Pharmaceutical Sciences
- Joel Agarwal, Faculty of Science
- Tiffany Bruce, Faculty of Science
- Julia Craig, Faculty of Science
- Genna DiPinto, Faculty of Science
- Hyejun Kim, Faculty of Science
- Shuaa Rizvi, Faculty of Science
- Rachel Wang, Faculty of Science
The following graduate student representatives at-large to serve on GFC for terms commencing May 1, 2018 and ending April 30, 2019:

- Saleema Allana  Faculty of Nursing
- Vahid Ayan  Alberta School of Business
- Bishoi Aziz  Faculty of Medicine and Dentistry
- Natalie Diether  Faculty of Agricultural, Life and Environmental Sciences
- Gautam Gaur  Faculty of Agricultural, Life and Environmental Sciences
- Osman Hojanepesov  Faculty of Medicine and Dentistry
- Taher Jafferjee  Faculty of Science
- Maryam Kebbe  Faculty of Medicine and Dentistry
- Carmel Montgomery  Faculty of Medicine and Dentistry
- Sabitha Rajaruban  Faculty of Medicine and Dentistry
- Samina Sana  School of Public Health
- Andrews Tawiah  Faculty of Rehabilitation Medicine
- Allan (Yilun) Wu  Faculty of Medicine and Dentistry
- Ding Xu  Faculty of Arts

The following undergraduate student members elected by the Students’ Union to the Board of Governors and appointed to GFC for a term that is concurrent with terms on the Board (May 1, 2018 to April 30, 2019):

- Reed Larsen  President, Students’ Union
- Levi Flaman  Student Appointee (Board of Governors Representative)

The following graduate student member elected by the Graduate Students’ Association to the Board of Governors and appointed to GFC for a term that is concurrent with a term on the Board (May 1, 2018 to April 30, 2019):

- Sasha van der Klein  President, Graduate Students’ Association

**MOTION II: TO RECEIVE** [This motion may be proposed by any member of GFC]:

The following statutory undergraduate student members nominated by the Students’ Union to serve on GFC for terms beginning May 1, 2018 and ending April 30, 2019:

- Akanksha Bhatnagar  Vice-President (Academic), Students’ Union
- Andre Bourgeois  Vice-President (Student Life), Students’ Union
The following statutory graduate student member nominated by the Graduate Students’ Association to serve on GFC for a term beginning May 1, 2018 and ending April 30, 2019:

Masoud Aliramezani  Vice-President (Academic), Graduate Students’ Association

The following ex officio member, to serve on GFC for a term of office beginning May 1, 2018 and extending for the duration of the appointment:

Matthias Ruth  Vice-President (Research)
OUTLINE OF ISSUE
Action Item

Agenda Title: Proposal from the Faculty of Graduate Studies and Research to terminate the Post Graduate Diploma in Health Promotion effective immediately upon approval.

Motion: THAT General Faculties Council, as recommended by the GFC Academic Planning Committee, recommend that the Board of Governors approve the termination of the Post Graduate Diploma in Health Promotion offered through the School of Public Health, as submitted by the Faculty of Graduate Studies & Research, and as set forth in Attachment 1, to be effective upon approval.

<table>
<thead>
<tr>
<th>Item</th>
<th>Action Requested</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed by</td>
<td>Heather Zwicker, Dean, Faculty of Graduate Studies and Research Kue Young, Dean, School of Public Health</td>
<td></td>
</tr>
<tr>
<td>Presenter</td>
<td>Jeffrey Johnson, Associate Dean, Education, School of Public Health Deborah Burshtyn, Vice-Dean, Faculty of Graduate Studies and Research</td>
<td></td>
</tr>
</tbody>
</table>

Details

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Provost and Vice-President (Academic)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Purpose of the Proposal is (please be specific)</td>
<td>To terminate the Post Graduate Diploma in Health Promotion</td>
</tr>
<tr>
<td>The Impact of the Proposal is</td>
<td>No impact on students is expected due to the termination of this diploma. In the past five years, only two students were admitted to the post-graduate diploma in Health Promotion (PGD) program, in 2012 and 2013 respectively. Neither completed the diploma - one withdrew and the other allowed her program to lapse. The School stopped admitting students into this program in Fall 2015.</td>
</tr>
<tr>
<td>Replaces/Revises (eg, policies, resolutions)</td>
<td>N/A</td>
</tr>
<tr>
<td>Timeline/Implementation Date</td>
<td>Upon final approval</td>
</tr>
<tr>
<td>Estimated Cost and funding source</td>
<td>N/A</td>
</tr>
<tr>
<td>Next Steps (ie.: Communications Plan, Implementation plans)</td>
<td>No further plans for communication or implementation required; information on PGD has been removed from School website.</td>
</tr>
<tr>
<td>Supplementary Notes and context</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Engagement and Routing (Include meeting dates)

<table>
<thead>
<tr>
<th>Participation: (parties who have seen the proposal and in what capacity)</th>
<th>Those who have been informed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;For further information see the link posted on the</td>
<td>• Faculty Council, School of Public Health</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Those who have been consulted:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Vice Dean, Faculty of Graduate Studies and Research (final review of proposal)</td>
</tr>
<tr>
<td></td>
<td>• Graduate Governance and Policy Coordinator, Faculty of Graduate Studies and Research (final review of proposal)</td>
</tr>
</tbody>
</table>
Final Item No. 9

<table>
<thead>
<tr>
<th>Governance Toolkit section</th>
<th>Student Participation Protocol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic) (final review of proposal)</td>
<td></td>
</tr>
</tbody>
</table>

*Those who are actively participating:*

- none

<table>
<thead>
<tr>
<th>Approval Route (Governance) (including meeting dates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Public Health Faculty Council—approved October 13, 2017</td>
</tr>
<tr>
<td>Faculty of Graduate Studies and Research Council—approved November 29, 2017</td>
</tr>
<tr>
<td>GFC Academic Planning Committee—recommended to GFC March 14, 2018</td>
</tr>
<tr>
<td>GFC Executive Committee—for information April 9, 2018</td>
</tr>
<tr>
<td>General Faculties Council—April 30, 2018</td>
</tr>
<tr>
<td>Board Learning and Development Committee—June 1, 2018</td>
</tr>
<tr>
<td>Board of Governors —June 15, 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Governors</td>
</tr>
</tbody>
</table>

**Alignment/Compliance**

**Alignment with Guiding Documents**

For the Public Good

GOAL: SUSTAIN our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.

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.

<table>
<thead>
<tr>
<th>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <em>Post-Secondary Learning Act (PSLA)</em>: The PSLA gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs and more specifically to “determine all programs of study to which clause (b) does not apply that are to be offered by the university for credit toward the requirements for any degree or diploma” (26(1)(c))</td>
</tr>
<tr>
<td>2. <em>PSLA</em>: The PSLA gives Faculty Councils power to “determine the programs of study for which the faculty is established” (29(1)(a)).</td>
</tr>
<tr>
<td>3. GFC Academic Planning Committee Terms of Reference (Mandate) “8. Establishment/Termination of Academic Programs […] b. To recommend to GFC on the termination of academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions.”</td>
</tr>
<tr>
<td>4. Board Learning and Discovery Committee (BLDC) Terms of Reference:</td>
</tr>
<tr>
<td>“3. MANDATE OF THE COMMITTEE</td>
</tr>
<tr>
<td>Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall, in accordance with</td>
</tr>
</tbody>
</table>
the Committee’s responsibilities with powers granted under the Post-Secondary Learning Act, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the “GFC”), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.

- review and approve recommendations of GFC for major changes in instructional and research programs and other academic matters;

4. LIMITATIONS ON DELEGATION BY THE BOARD

This general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee as set out in paragraph 3, the Board shall make all decisions with respect to:

- b. program approvals involving the creation or abolition of a degree program (but not specializations of an existing degree).

Attachments (each to be numbered 1 - <>)

1. Attachment 1 (page(s) 1 - 4) Proposal for Termination and Calendar revisions

Prepared by: Janice Hurlburt, Graduate Governance and Policy Coordinator, janice.hurlburt@ualberta.ca
Proposal Template: Program Termination

Use this template for proposals to terminate ministry-approved programs or specializations.

SECTION 1: PROPOSAL INFORMATION

1.1 Fill in the table below:

<table>
<thead>
<tr>
<th>Institution</th>
<th>University of Alberta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program/specialization name</td>
<td>Health Promotion</td>
</tr>
<tr>
<td>Credential awarded</td>
<td>Post Graduate Diploma</td>
</tr>
<tr>
<td>Proposed effective date of termination</td>
<td>Effective immediately</td>
</tr>
</tbody>
</table>

1.2 Confirm whether:

1.2.1 ☐ This termination proposal was preceded by a ministry-approved suspension period.
☐ This termination proposal was not preceded by a ministry-approved suspension period.

1.2.1a If this proposal was preceded by a suspension, attach approval letter.

1.2.1b If this proposal was not preceded by a suspension, explain why ministry approval for a suspension was not sought prior to requesting a termination.

Ministry approval was not sought as the demand for the program was low and self-evident.

1.2.1c If not preceded by suspension, indicate when students were last admitted into the program/specialization.

In the past five years, only two students were admitted to the post-graduate diploma in Health Promotion (PGD) program, in 2012 and 2013 respectively. Neither completed the diploma - one withdrew and the other allowed her program to lapse. The School stopped admitting students into this program in Fall 2015.

1.2.2 ☐ No active students remain in the program.
☐ Active program students remain in the program.
SECTION 2: RATIONALE

2.1 Identify reason(s) for termination with supporting evidence (e.g., low student demand, declining labour market demand, institutional capacity, provincial priorities, etc.).

This program was established in anticipation of interest among mid-career professionals seeking to enhance their health promotion competencies without completing a degree. The PGD attracted few applicants from the time of its inception. Over the course of its history, three students who were admitted to the diploma program completed it.

2.2 Provide specific information about which internal governance body approved the termination, and provide date of approval. (Attach copy of minutes or motions.)

The termination of the PGD in Health Promotion was reviewed by the Committee for Educational Policies and Programs (CEPP) in the School of Public Health and approved a recommended for termination on October 10, 2017.

The termination of the PGD in Health Promotion was presented to the School of Public Health’s Faculty Council on October 13, 2017, which was subsequently approved by electronic vote.

The termination of the PGD in Health Promotion was approved by the Faculty Council on November 29, 2017.

SECTION 3: ACCESS

3.1 Identify student access considerations and risks for Campus Alberta (include information about related programs or other avenues available to students to prepare for careers/employment and/or further educational opportunities).

There are no risks for student access. We currently offer an MPH in Health Promotion, with both on-campus and distance delivery; many students enroll in this program on a part-time basis and maintain employment.

3.2 If this program or specialization is unique in the province, describe the consultation(s) undertaken within Campus Alberta to investigate the feasibility of program/specialization transfer.

We did not undertake any broader consultation, given that we offer alternate programs within the School.

3.3 Describe the consultation process that occurred with students at your institution regarding this programming change.
We have representatives from the School of Public Health Student Association on CEPP and Faculty Council, and they had an opportunity to provide input on the termination and vote on the decision.

SECTION 4: IMPACT

4.1 Describe the consultation process that occurred with other stakeholders (e.g., advisory committees, regulatory bodies, employers, etc.) affected by this programming change.

We did not undertake any broader consultation, given that we offer alternate programs within the School.

4.2 Describe plans for communicating the termination decision to stakeholders, particularly regulatory bodies (if applicable) and other Campus Alberta institutions.

We have removed information on the PGD from our website. We have no other plans for communication.

4.3 Describe plans for reallocation of resources previously used for this program/specialization and identify budget and staffing impacts.

There are no budget or staffing implications for this termination.

OTHER CONSIDERATIONS

Please indicate if there are additional factors you would like the ministry to consider when reviewing this proposal.

None.

RECOMMENDATION (FOR DEPARTMENT USE)

Recommendation(s):

Rationale for Recommendation:

Reviewer(s):

Date Completed:
2019-2020 University of Alberta Proposed Calendar Graduate Program Changes: termination of the Postgraduate Diploma in Public Health, School of Public Health, submitted by the Faculty of Graduate Studies and Research. Calendar to be updated once the termination is approved by Advanced Education.

### Graduate Programs

#### Public Health [Graduate]

#### Graduate Program Requirements

**The Postgraduate Diploma in Public Health in Health Promotion (Not currently offered)**

**Program Requirements**

Students must complete the following:

1. Required courses (18):
   - SPH 501 - Determinants of Health
   - SPH 503 - Introduction to Health Promotion Research
   - SPH 504 - Health Promotion Planning and Evaluation
   - SPH 510 - Health Promotion with Communities
   - SPH 597 - Fundamentals of Epidemiology for Public Health

2. Electives:
   - four (12) graduate-level courses approved by the student’s Advisor.

**Length of Program**

Students may undertake the Diploma program on a part-time or full-time basis. The maximum time permitted for completion of the program is four years (part- or full-time) from the date of first registration.

**Justification:** No active students in the diploma; no longer admitting students to the diploma.

**Approved by:** School of Public Health Faculty Council on October 13, 2017; FGSR Council Nov 29, 2017
### OUTLINE OF ISSUE

**Action Item**

**Agenda Title:** Terms of Reference for a new free-standing GFC Nominating Committee and the Disbandment of the GFC Replenishment Committee

**Motion I**: THAT General Faculties Council approves the terms of reference for a free-standing GFC Nominating Committee as set forth in Attachment 1, to take effect July 1, 2018, and approve the accompanying transition plan, as set forth in Attachment 2, to take effect May 1 until June 30, 2018.

**Motion II**: THAT General Faculties Council approves the disbandment of the GFC Replenishment Committee, effective June 30, 2018.

### Item

<table>
<thead>
<tr>
<th>Action Requested</th>
<th>☑ Approval ☐ Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed by</td>
<td>GFC Executive Committee/Nominating Committee</td>
</tr>
<tr>
<td>Presenter</td>
<td>Jonathan White, Chair, GFC Nominating Committee</td>
</tr>
</tbody>
</table>

### Details

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>General Faculties Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Purpose of the Proposal is (please be specific)</td>
<td>To approve the terms of reference for a new free-standing GFC Nominating Committee and the plan to transition from the current to the new committee structure. To disband the GFC Replenishment Committee on June 30, 2018, once the new GFC Nominating Committee is approved.</td>
</tr>
<tr>
<td>The Impact of the Proposal is</td>
<td>The new GFC Nominating Committee will be responsible for the replenishment of all GFC standing committees. The committee would also be charged with responsibility for encouraging, identifying and securing a diverse group of individuals who are prepared to be active and engaged members of GFC committees. The GFC Replenishment Committee would no longer be needed as its responsibility for the replenishment of the GFC Executive Committee/Nominating Committee would be taken on by the new GFC Nominating Committee. The composition of the new committee reflects the Principles of Committee Composition approved by GFC in April 2017. The composition includes elected faculty GFC members as representatives of GFC and its responsibility for academic governance. The inclusion of up to 2 recent former members recognizes the value of providing strategic views and a longer term window of experience currently provided through the work of the Replenishment Committee. The composition includes ex-officio representation from the Graduate Students' Association and the Students' Union in their roles of representing the student bodies. In addition, a graduate student and undergraduate student GFC member would provide a perspective outside of the GSA and SU and allow for additional student perspectives to participate. An elected graduate student GFC member does not serve on the current Nominating Committee.</td>
</tr>
</tbody>
</table>
Final Item No. 10

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One non-academic staff member is on the committee to provide a link with GFC and GFC committee members in this category and to inform recommendations for members coming forward in this category.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>The inclusion of a Dean on the committee gives an institutional perspective to the process and also creates linkages to other Deans/Faculties to emphasize the importance and value of academic governance and to encourage more faculty members to serve in this capacity.</strong></td>
<td></td>
</tr>
</tbody>
</table>
| **Replaces/Revises (eg, policies, resolutions)** | The new GFC Nominating Committee will replace the subcommittee of GFC Executive Committee (Nominating Committee) that is currently responsible for the replenishment of GFC standing committees.  
The new GFC Nominating Committee will replace the GFC Replenishment Committee. |
| **Timeline/Implementation Date** | Establishment of the new free-standing GFC Nominating Committee – July 1, 2018  
Transition period – May 1, 2018 – June 30, 2018  
Disbandment of the GFC Replenishment Committee – June 30, 2018 |
| **Estimated Cost and funding source** | N/A |
| **Next Steps (ie.: Communications Plan, Implementation plans)** | Upon approval of the new free-standing GFC Nominating Committee, the current elected staff members to GFC Executive and Nominating Committees will indicate their interest in serving on the new committee.  
GFC members will be called upon to fill vacancies and a joint Replenishment Committee/Nominating Committee meeting will be scheduled to replenish seats on GFC Executive Committee and the new GFC Nominating Committee for terms beginning July 1, 2018. |
| **Supplementary Notes and context** | A new free standing Nominating Committee would be governed by Principles of Committee Composition including no more than 2 members per faculty and the restriction that members can sit on no more than 3 standing committees.  
The proposed terms of reference will include the delegated authority to replenish Nominating Committee and the Executive Committee. The Replenishment Committee is currently responsible for the replenishment of the GFC Executive/Nominating Committee.  
The committee would also be charged with responsibility for encouraging, identifying and securing a diverse group of individuals who are prepared to be active and engaged members of GFC committees. |

*~*(excerpt from ad hoc report)*~*

“FREE-STANDING NOMINATING COMMITTEE / DISBANDING OF REPLENISHMENT COMMITTEE”
Currently the Nominating Committee is a sub-committee of the Executive Committee. Its members include the elected members and ex-officio student members of the Executive Committee and a non-academic staff member of GFC. While this structure has been effective in the past, members of the Nominating Committee believe their effectiveness as a committee is constrained by the fact that its role in managing the nomination process is an additional duty rather than their primary focus. Some GFC members have also noted that having the Executive Committee be responsible for nominations contributes to perceptions of concentration of authority and lack of transparency.

The ad hoc committee is recommending the establishment of a free-standing Nominating Committee charged with responsibility for encouraging, identifying, and securing a diverse group of individuals who are prepared to be active and engaged members of GFC committees. Once the new Nominating Committee is established, the existing Replenishment Committee – which currently replenishes the Nominating Committee – could be disbanded.

A move in this direction will need to be implemented in stages to ensure time to transition from the old to the new committee structure, and to review and revise processes and timelines for replenishment and nomination.

Recommendation: THAT a free-standing Nominating Committee be established

Recommendation: THAT the Replenishment Committee remain in place in the interim and be disbanded when no longer needed

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

<table>
<thead>
<tr>
<th>Participation: (parties who have seen the proposal and in what capacity)</th>
<th>Those who have been consulted:</th>
</tr>
</thead>
</table>
| <For further information see the link posted on the Governance Toolkit section Student Participation Protocol> | • GFC - Early Consultation/Verbal Briefing (February 26, and March 19, 2018)  
• GFC Executive Committee - Early Consultation/Verbal Briefing by Nominating Committee Chair (February 12, and March 5, 2018) |

<table>
<thead>
<tr>
<th>Those who are actively participating:</th>
</tr>
</thead>
</table>
| • GFC Executive Committee directed Nominating Committee to provide a structure and transition plan to a free standing Nominating Committee (October 16, 2017)  
• GFC Nominating Committee (December 14, 2017)  
• Joint meeting of GFC Nominating and Replenishment Committees (January 15 and February 12, 2018)  
• GFC Transition Committee |

| Approval Route (Governance) (including meeting dates) | GFC Nominating Committee – February 12, 2018  
GFC Executive Committee – April 9, 2018  
General Faculties Council – April 30, 2018 |

| Final Approver | General Faculties Council |

**Alignment/Compliance**
### Alignment with Guiding Documents

**For the Public Good:**

**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.

### Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal

(please quote legislation and include identifying section numbers)

**Post-Secondary Learning Act (PSLA)**

**Powers of general faculties council**

26(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to:

(3) A general faculties council may delegate any of its powers, duties and functions under this Act, including the powers referred to in section 31, as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of subdelegation.

---

### Attachments:

1. Draft Terms of Reference for a free-standing Nominating Committee
2. Proposed Transition Strategy for a free-standing Nominating Committee
3. Resources including: GFC approved Principles and Report of the ad hoc Committee on Academic Governance including Delegated Authority

*Prepared by: University Governance*
1. Mandate and Role of the Committee
The Nominating Committee (NC) is a standing committee of GFC responsible for recommending individuals to serve on GFC standing committees and other bodies requiring representation from GFC or the University community. In putting forward its recommendations, the Committee will ensure the best possible match between prospective members and the committees to which they are nominated, and ensure the broadest possible base of representation and diversity.

2. Areas of Responsibility
   a. Review and recommend to GFC the replenishment of GFC standing committees and other bodies requiring representation from the university community.
   b. Develop and support engagement and communication strategies to encourage individuals to serve on GFC, GFC standing committees and/or other governance bodies.
   c. Appoint the Chair and Vice Chair of the GFC Student Conduct Policy Committee (SCPC)
   d. **The Chair** may be called upon to provide input/feedback on other bodies seeking representation from the university community including, but not limited to, Selection/Review Committees (Vice-Presidents and Deans), major award selection committees.

3. Composition
   **Voting Members (13)**
   **Ex-officio (2)**
   - Vice-President (Academic), Graduate Students’ Association
   - Vice-President (Academic), Students’ Union

   **Elected by GFC (11)**
   - 7 academic staff (A1.1, A1.5, A1.6, A1.7), at least 5 who are current members of GFC and up to 2 recent former GFC members. One member, ideally a member of GFC, will be elected by the committee to serve as Chair. One member, ideally a member of GFC, will be elected by the committee to serve as Vice-Chair.
   - 1 Dean
   - 1 non-academic staff (S1.0) from GFC
   - 1 undergraduate student from GFC
   - 1 graduate student from GFC

   **Non-voting Members**
   - University Secretary
   - GFC Secretary
   - Appeals Coordinator as defined in the Code of Student Behaviour, Code of Applicant Behaviour and the Practicum Intervention Policy

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

   4.1 Discretionary power to nominate for terms of less than three years, should such be needed, to provide an overlap of experience in committees of GFC. This discretionary power may be exercised at the request of the committee involved. Terms of one or two years will be submitted by the Nominating Committee in the same manner as for three-year terms.
4.2 Appoint the Chair and Vice-Chair of the GFC Student Conduct Policy Committee (SCPC).

5. Responsibilities Additional to Delegated Authority

5.1 Review and recommend to GFC the replenishment of GFC standing committees and other bodies requiring representation from the university community.

5.2 Develop and support engagement and communication strategies to encourage individuals to serve on GFC, GFC standing committees and/or other governance bodies.

5.3 Duties of the Nominating Committee Chair

a. The Chair may be called upon to provide input/feedback on other bodies seeking representation from the university community including, but not limited to, Selection/Review Committees (Vice-Presidents and Deans), major award selection committees

6. Sub-delegations from Nominating Committee

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 NC:

7.1 The committee provides a report of its recommendations to GFC who will then have the opportunity to add further eligible nominees. If further eligible nominations are received, an election may be held according to the Nominating Committee process which can be found at: governance.ualberta.ca; otherwise, the report of the committee is considered approved and the nominees elected.

7.2 The Nominating Committee will be replenished by the same rigorous process as the GFC standing committees (see 5.1) and in accordance with its mandate.

8. Reporting to GFC

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

9. Definitions

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

UAPPOL (Recruitment Policy, Awards for Faculty Excellence Policy)

Approved by General Faculties Council: [date]
PROPOSED GFC NOMINATING COMMITTEE TRANSITION STRATEGY
To form a 'Free-Standing Nominating Committee'

2018 GOVERNANCE CONSULTATION AND APPROVAL PATH

<table>
<thead>
<tr>
<th>Date</th>
<th>Group</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 14-2017</td>
<td>NC</td>
<td>Meeting Mandate Overview/Orientation Session</td>
</tr>
<tr>
<td>Jan 15-2018</td>
<td>NC-RC</td>
<td>Joint Meeting Review of Draft Terms, Transition Strategy</td>
</tr>
<tr>
<td>Feb 12-2018</td>
<td>NC-RC</td>
<td>Joint Meeting Review of Terms/Transition/Training Session</td>
</tr>
<tr>
<td>Feb 26-2018</td>
<td>GFC</td>
<td>Meeting Update (NC&gt;GFC); verbal briefing by NC Chair/Delegate</td>
</tr>
<tr>
<td>Mar 05-2018</td>
<td>EXEC</td>
<td>Meeting Early Consultation regarding Transition Strategy (to form a &quot;Free Standing Committee&quot;)</td>
</tr>
<tr>
<td>Mar 19-2018</td>
<td>GFC</td>
<td>Meeting Early Consultation regarding Transition Strategy (to form a &quot;Free Standing Committee&quot;)</td>
</tr>
<tr>
<td>Apr 09-2018</td>
<td>EXEC</td>
<td>Meeting For Recommendation (Exec&gt;GFC): Proposed new Terms with Strategy</td>
</tr>
<tr>
<td>Apr 30-2018</td>
<td>GFC</td>
<td>Meeting For Approval - Proposed new Terms with Strategy</td>
</tr>
</tbody>
</table>

PROPOSED TRANSITION CYCLE TO REPLENISH
the GFC Executive Committee (EXEC) and the GFC Nominating Committee (NC)
for the 2018-19 Academic Year

<table>
<thead>
<tr>
<th>Date</th>
<th>Group</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1-2018</td>
<td>GFC</td>
<td>New Student Terms begin: (a) for all STUDENTS elected into GFC seats: (b) all GFC Student-Members elected into GFC Committees</td>
</tr>
<tr>
<td>May 1-2018</td>
<td>NC</td>
<td>by Email NC Chair writes to current NC elected Staff representatives asking to advise of their continued interest to remain as serving members on &quot;new&quot; NC</td>
</tr>
<tr>
<td>May 7-2018</td>
<td>NC</td>
<td>by Email Deadline for confirmation by NC members of their NC membership interest (Note: same day as NC's Annual Staff Replenishment Meeting)</td>
</tr>
<tr>
<td>May 9-2018</td>
<td>NC</td>
<td>by Email NC calls upon eligible GFC elected staff to submit GFC Committee applications to fill upcoming vacancies on &quot;EXEC and NC&quot; committees for terms commencing July 1. (Terms of office for staff members are normally three (3) years in duration, running from July 1 through June 30.)</td>
</tr>
<tr>
<td>May 19-2018</td>
<td>NC</td>
<td>by eFORM Deadline for GFC committee applications to be received by University Governance to form the &quot;EXEC and NC&quot; (2018-19) nomination pool.</td>
</tr>
<tr>
<td>June 4-2018</td>
<td>RC-NC</td>
<td>Meeting Joint Meeting of the GFC Replenishment and GFC Nominating Committees to replenish seats on EXEC and NC effective July 1, 2018.</td>
</tr>
<tr>
<td>June 6-2018</td>
<td>RC-NC</td>
<td>by Email Circulation of Joint Report of RC-NC to GFC -- composed of the EXEC and NC membership recommendations to GFC for consideration and approval.</td>
</tr>
<tr>
<td>June 13-2018</td>
<td>RC-NC</td>
<td>by Email Deadline for a GFC member to add an additional (eligible) name to the RC-NC Report of Recommended Nominees for committee appointment.</td>
</tr>
<tr>
<td>June 18-2018</td>
<td>GFC</td>
<td>by eVOTE If an election is triggered, a GFC election period would open shortly following the end of the nomination period.</td>
</tr>
<tr>
<td>June 26-2018</td>
<td>GFC</td>
<td>GFC election period closes. Final candidates are declared.</td>
</tr>
<tr>
<td>July 1-2018</td>
<td>GFC</td>
<td>New Term begins for ALL newly-elected staff representatives to GFC/GFC Committees</td>
</tr>
</tbody>
</table>

Note: NC's "Annual Committee Membership Replenishment Schedule" for the 2018-19 academic year

<table>
<thead>
<tr>
<th>Date</th>
<th>Group</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 9-2018</td>
<td>NC</td>
<td>Meeting Annual Membership Replenishment of GFC Students to GFC Committees, Appeal Bodies, Other Committees</td>
</tr>
<tr>
<td>May 7-2018</td>
<td>NC</td>
<td>Meeting Annual Membership Replenishment of Staff to GFC Committees, Appeal Bodies, Other Committees (in accordance to new GFC Principles)</td>
</tr>
</tbody>
</table>