

GFC and Standing Committees Members Orientation

2023-2024

I would like to acknowledge and pay tribute to the traditional territories of the peoples of Treaty 7 located in the heart of Southern Alberta, which include the Blackfoot Confederacy (comprised of the Siksika, the Piikani, and the Kainai First Nations), the Tsuut'ina First Nation, and the Stoney Nakoda (including Chiniki, Bearspaw, and Goodstoney First Nations). The City of Calgary is also home to the Métis Nation of Alberta Region 3.



Welcome

- Thank you for your service
- We hope you find this year interesting and satisfying
- Orientation Goal: To review the GFC and Standing Committee processes and the role of these bodies within University governance, in order for you to attend meetings feeling confident that you can participate effectively, and to allow you an opportunity to ask us questions.

University Secretariat GFC Team

- Courtney McVie
 - University Secretary
 - courtney.mcvie@ucalgary.ca
- Michelle Speta
 - Director, GFC Program Governance [primary contact for APPC]
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- Elizabeth Sjogren [primary contact for GFC, EC, RSC, and TLC]
 - Governance Coordinator (General Faculties Council Lead)
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- Holly Lywin [primary contact for APS, CCS and GAPS]
 - Governance Coordinator
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University Governance

What is good governance and why is it important?

University Governance refers to the system by which the University is directed and operated.

Governance is about

- Who consults whom
- Who decides what
- Who informs whom

It is also about,

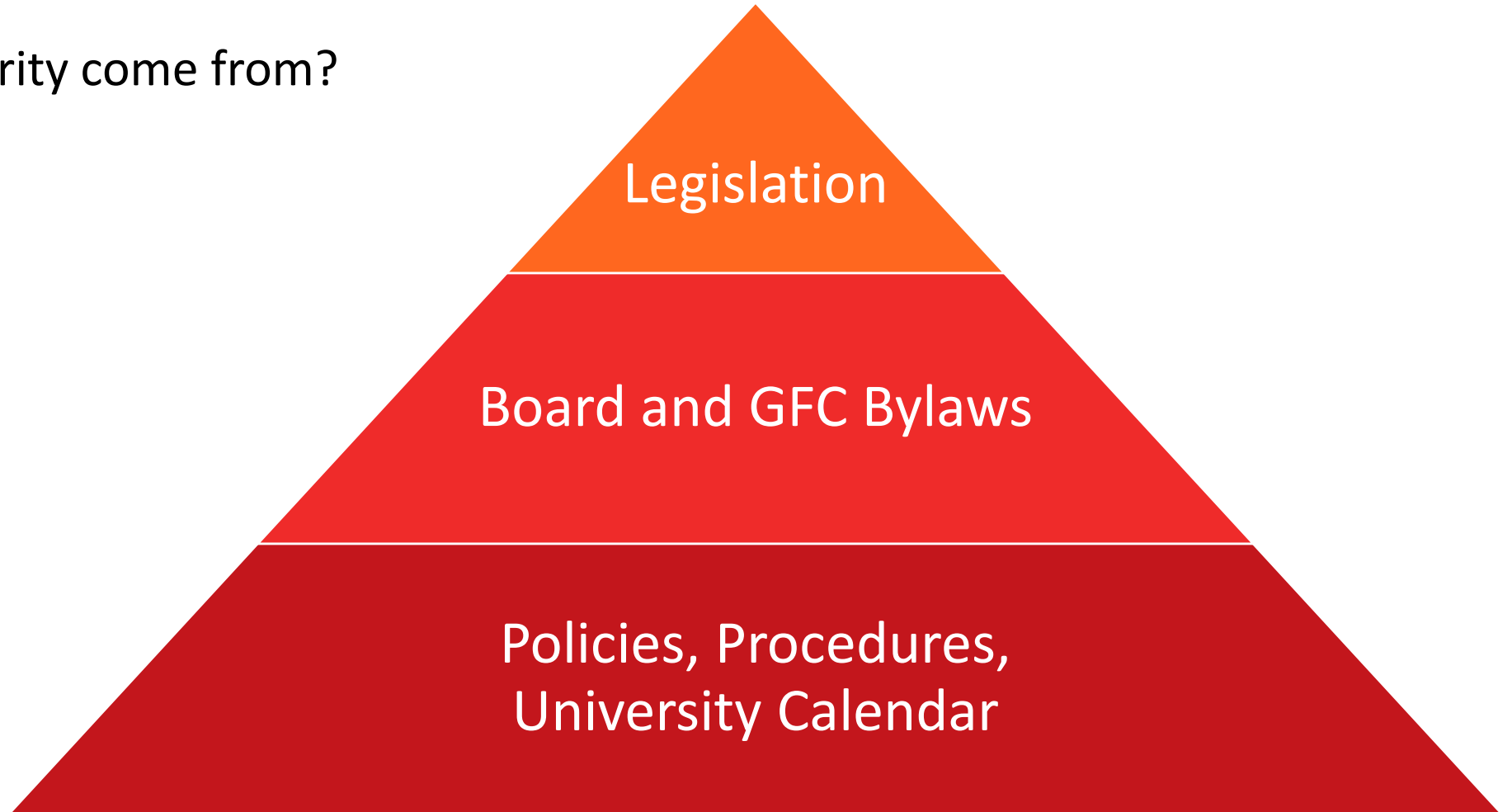
- How governing groups interact
- How governing groups relate to constituents
- How decisions are made
- How governing groups render account

Good Governance

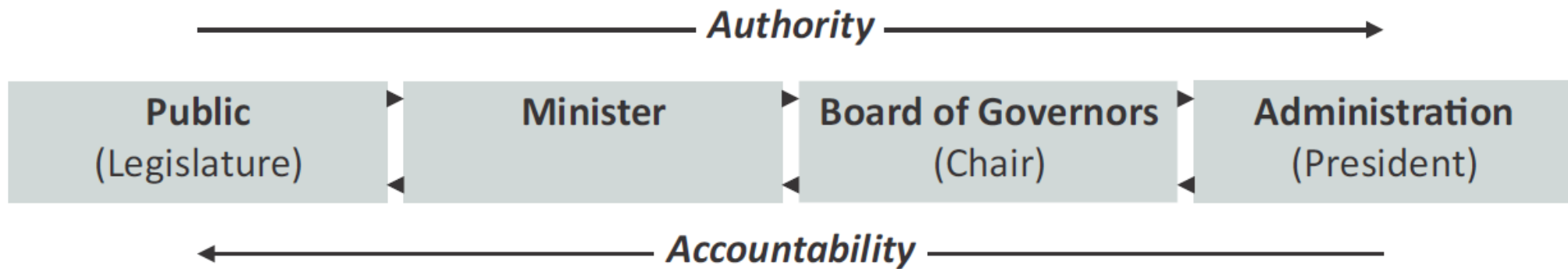
- Preserves and strengthens decision making confidence
- Provides the foundation to achieve goals and create sustainable success
- Ensures the organization is well positioned to respond to change

University Governance Landscape

- Where does authority come from?

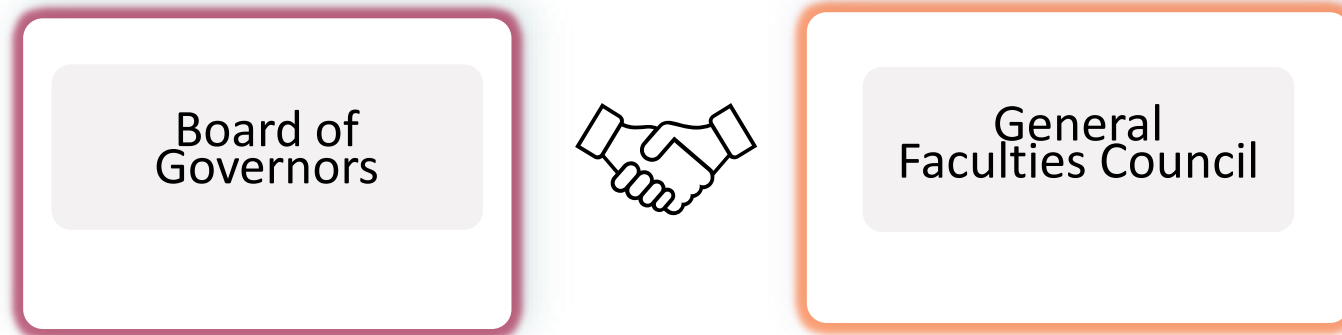


Government's Role in University Governance



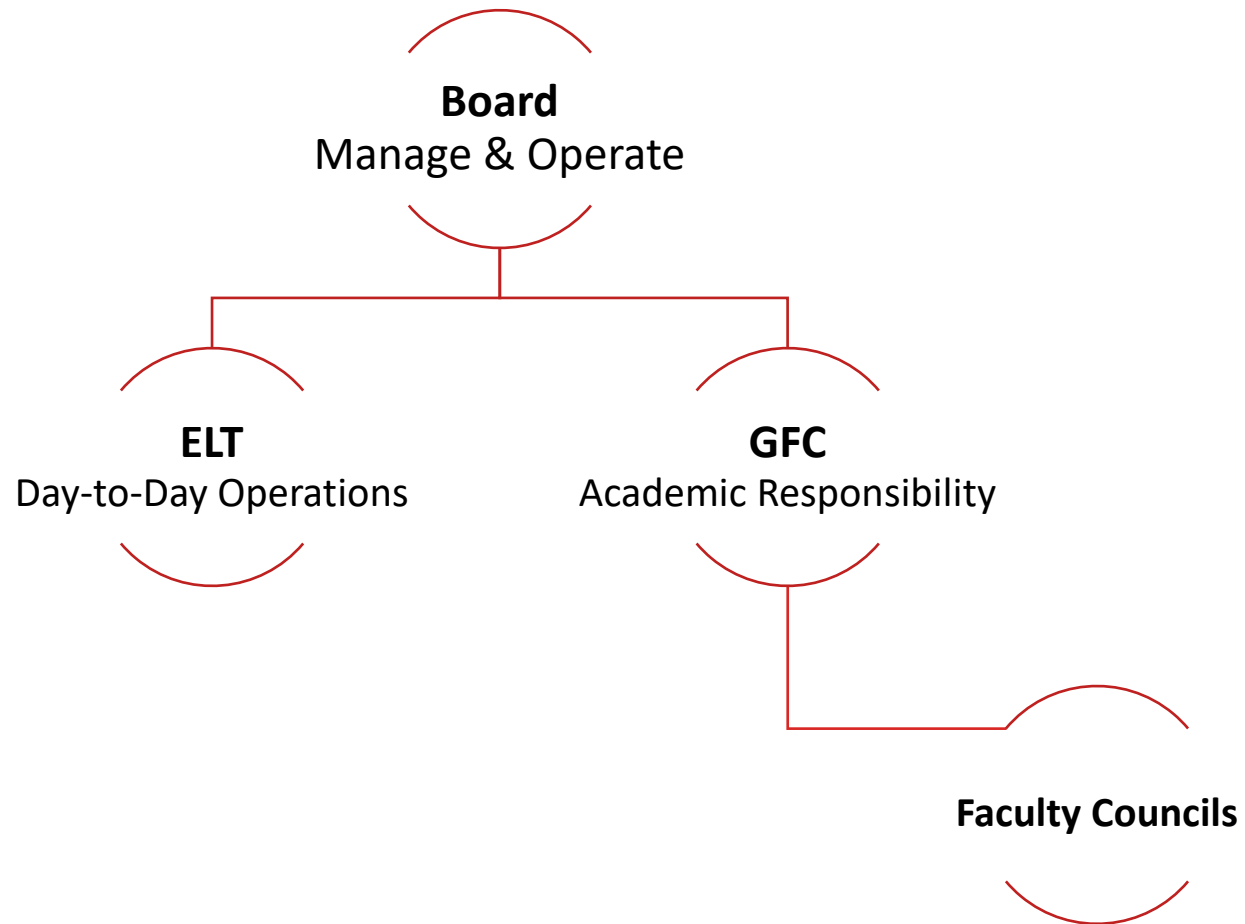
UCalgary Governance Structure

Bicameral (shared) Governance



The PSLA gives the Board of Governors the principal role to oversee the management and operation of the University's business and the General Faculties Council (GFC) academic oversight. GFC's authority is subject to the authority of the Board.

UCalgary Governance Structure & Representative Groups



Senate

Deans' Council

Graduate Students' Association

Students' Union

The University of Calgary Faculty Association

Alberta Union of Provincial Employees

Management and Professional Staff

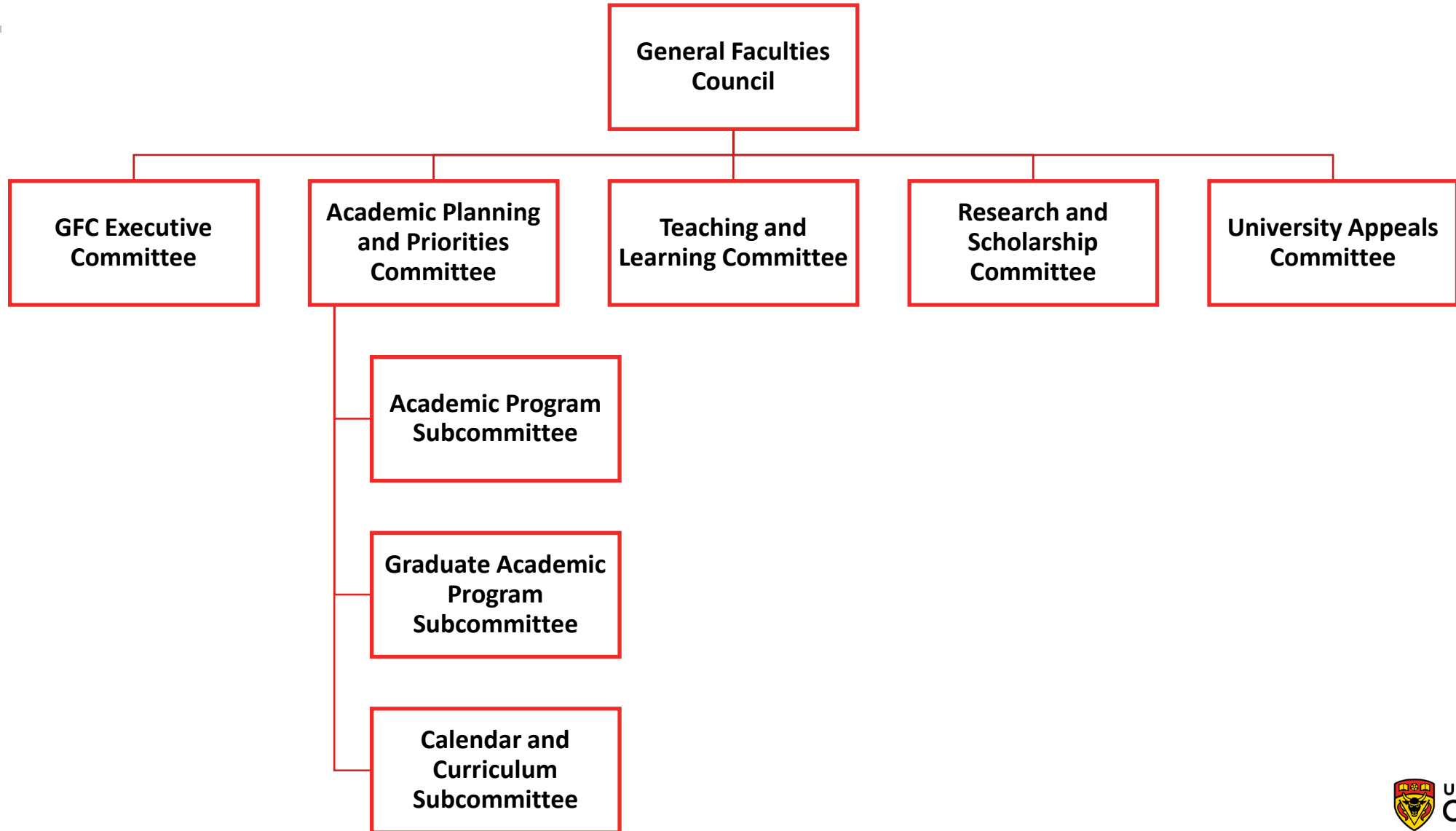
Postdoctoral Association

Alumni Association

GFC Composition

- Currently 110 Members
- Membership is legislated under PSLA
- Comprised of a combination of ex-officio, Faculty appointments and other appointments:
 - President (Chair)
 - All Vice-Presidents
 - All Deans
 - Vice-Provost (LCR) & University Librarian
 - AVP, Continuing Education
 - Registrar
 - 2 students named by the SU
 - 1 student named by the GSA
 - Twice the number of academic staff members to PSLA-mandated ex officio members
 - Other staff & students appointed by the GFC

GFC Committee Structure



Academic Planning and Priorities Committee and its Subcommittees

Academic Planning and Priorities Committee

GFC's primary advisory group on institutional planning and academic affairs, and on the quality and suitability of academic programming.

The Committee also acts as the final approval authority for the creation, alteration or termination of academic programs.

Academic Program Subcommittee

Vetting and advisory group to APPC in respect of the creation, alteration or termination of undergraduate programs.

Calendar and Curriculum Subcommittee

Approves and coordinates changes to undergraduate curriculum

Approves and coordinates changes and additions to undergraduate admissions requirements

Consider undergraduate admissions and transferability regulations, academic regulations, and enrolment policies

Graduate Academic Program Subcommittee

Vetting and advisory group to APPC in respect of the creation, alteration or termination of graduate programs

Approves and coordinates changes to graduate curriculum, approves and coordinates changes and additions to graduate admissions requirements

Ensures that graduate admissions and transferability policies accord with University regulations, enrolment policies and academic planning documents

Other GFC Standing Committees

GFC Executive Committee

GFC's primary advisory group on strategic and complex issues, steering, and early-stage matters

GFC's primary appointment and nominating committee

Acts on behalf of, and with full authority of GFC in between regularly scheduled GFC meetings

Acts upon matters not clearly within the jurisdiction of another GFC standing committee

Teaching and Learning Committee

GFC's primary advisory group on teaching and learning

Includes such aspects as physical and intellectual learning environments, quality and innovation, resources and support, recognition of teaching excellence and professional development, and students' educational experience

Research and Scholarship Committee

GFC's primary advisory group on research and scholarly initiatives, issues and activities.

Also promotes, supports and advocates for research and scholarly activity on campus and for faculty and student participation in research and scholarly activities

University Appeals Committee

First level of appeal for decisions regarding academic progression matters (RTWs), student academic and non-academic misconduct matters

Final level of appeal for academic assessment decisions (final grades)

GFC Bylaws

- The GFC Bylaws are an approved GFC document, including:
 - The role and powers, duties and functions of GFC
 - GFC membership
 - Rules of conduct at meetings
 - GFC's standing committees
 - GFC recordkeeping

- The GFC Bylaws are available on the Secretariat website and on the GFC D2L

Expectations for Members

- Members are expected to:
 - Familiarize themselves with their body's role in governing the University, the GFC Bylaws, Committee Terms of Reference, etc.
 - Make every attempt to attend each scheduled meeting, and to report if they will not be in attendance at a meeting
 - Come to meetings prepared to engage in respectful, meaningful discussion, provide considered, constructive and thoughtful feedback and commentary, express opinions, and ask questions to enable GFC/the Committee to exercise its best judgment in decision-making
 - Act in the best interests of the University

GFC & Committee Support

The University Secretary:

- Provides governance expertise
- Serves as gateway and facilitator for communication
- Advocates for each of the Board, GFC, and Management
- Serves as ombuds, and provides a neutral space

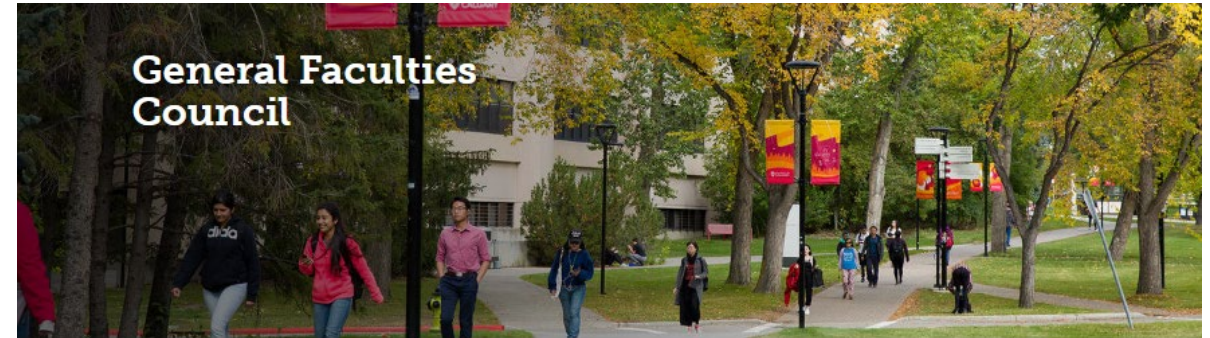
The University Secretariat staff:

- Coordinate the planning of Agendas and the receipt of documents
- Manage the committee's Desire2Learn site and update the GFC webpage
- Minute the meetings
- Assist the Proponents and Chairs with document preparation and report-writing

Operations

GFC Website

- The [GFC website](#) contains information such as:
 - Meeting schedules
 - Membership lists
 - Bylaws and terms of reference
 - Current and past GFC agendas, meeting packages, and minutes
 - Current and past standing committee minutes



The General Faculties Council is responsible for the academic affairs of the University and has general supervision of student affairs, subject to the authority of the Board of Governors.


The General Faculties Council has primary responsibility for areas such as the academic and research plans, academic quality (pedagogy, learning and scholarship/research), programming, curriculum and methods of instruction, academic standards, research, and academic policies and awards. The General Faculties Council also provides input, advises and makes recommendations on institutional priorities, plans and policies.

The General Faculties Council derives its power from the Alberta Post-Secondary Learning Act and from the Board of Governors.

The General Faculties Council acts as the voice of the academic community, providing vision and leadership to the academic community and bringing expertise and academic perspective to the governance of the University.

 **GFC Membership**
[View document](#)


 **Meeting Schedules**
[Read more](#)

 **Appointment Work - Call for Names**
[Read more](#)

 **GFC Bylaws**
[View document](#)

 **GFC Agendas, Materials and Minutes**
[Read more](#)

 **GFC Standing Committees Membership/ToR**
[Read More](#)

 **GFC Standing Committees Agendas and Minutes**
[Read more](#)

 **Program Approval Process**
[Read more](#)

Desire2Learn

- The University Secretariat utilises the Desire2Learn (D2L) platform to electronically provide members with meeting materials
 - Access D2L either through the My UofC portal or through the D2L login page:
<https://d2l.ucalgary.ca/login>
- The documents are organized by meeting date
 - There is one folder per meeting, with the folder containing all the documents (i.e. Agenda, Minutes, action and information items) needed for the meeting
 - The documents are uploaded as individual files per item and an 'all-docs-in-one' pdf bundle

Desire2Learn cont'd

- Approximately one week prior to each meeting, the Agenda documents will be uploaded to the D2L. You will be notified via e-mail once the documents are available.
- If meeting in person, members are encouraged to bring a laptop/device to view the meeting documents electronically during the meeting
- Occasionally, a document will be revised or uploaded after you have been notified that the Agenda documents are available. If this occurs, you will be notified by e-mail and the revised or new documents will be appropriately flagged

Agenda



GENERAL FACULTIES COUNCIL AGENDA

Meeting #623, June 8, 2023, 1:30 p.m.

ST 147 (Science Theatres)

| Item | Description | Presenter | Materials | Estimated Time |
|--------------------------|---|---|-----------------------|----------------|
| 1. | Conflict of Interest Declaration | McCauley | Verbal | 1:30 |
| 2. | Inclusive Practice Moment | Romaniuk ¹ | PowerPoint | |
| 3. | Safety Moment | Davies ² | PowerPoint | |
| 4. | Remarks of the Chair | McCauley | Verbal | |
| 5. | Remarks of the Vice-Chair | Werthner | Verbal | |
| 6. | Question Period | McCauley | Verbal | |
| Action Items | | | | |
| 7. | Approval of the May 11, 2023 Meeting Minutes | McCauley | Document | |
| 8. | Approval of Revisions to the Research Integrity Policy and the Procedure for Investigating a Breach of Research Integrity | Book ³ /Wigham ⁴ | Document | 2:00 |
| 9. | Approval of the Strategic Plan – Ahead of Tomorrow | McCauley/Werthner/Hamilton ⁵ /Hogan ⁶ | Document + PowerPoint | 2:10 |
| 10. | Elections: <ul style="list-style-type: none"> One Academic Staff Member of GFC to the GFC Executive Committee Two Academic Staff Members to the ASC for a Dean of the Faculty of Law Two Academic Staff Members to the ASC for a Dean of Engineering (note: the elections will be held using an electronic form immediately following the meeting) | McCauley/McVie | Document | 2:55 |
| Information Items | | | | |
| 11. | University Calendar Software Update (CourseDog) | Dambrowitz ⁷ | PowerPoint | 3:00 |
| 12. | Global Engagement Plan Progress Report/ International Research Update | In Package Only | Documents | 3:15 |

| Item | Description | Presenter | Materials | Estimated Time |
|------|---|-----------------|-----------|----------------|
| 13. | Innovation Ecosystem Update | In Package Only | Document | |
| 14. | Standing Reports: <ul style="list-style-type: none"> a) Report on the May 17, 2023 GFC Executive Committee Meeting b) Report on the May 1 and 15, 2023 Academic Planning and Priorities Committee Meetings c) Report on the May 16, 2023 Teaching and Learning Committee Meeting d) Report on the May 26, 2023 Board of Governors Meeting | In Package Only | Documents | |
| 15. | Other Business | McCauley | | |
| 16. | Adjournment Next meeting: October 5, 2023 (via Zoom) | McCauley | Verbal | 3:15 |

Regrets and Questions: Elizabeth Sjogren, Governance Coordinator
Email: esjogren@ucalgary.ca
Courtney McVie, University Secretary
Email: cmuimes@ucalgary.ca

GFC Information: <https://www.ucalgary.ca/secretariat/general-faculties-council>

Presenters

- Mary-Jo Romaniuk, Vice-Provost (Libraries and Cultural Resources)
- Mark Davies, Director - Environmental Health and Safety
- Deborah Book, Legal Counsel
- Anne Wigham, Protected Disclosure and Research Integrity Advisor
- Kate Hamilton, Associate Vice-President (Strategy and Performance), Office of the President
- Corey Hogan, Associate Vice-President (Communications) and Chief Communications Officer, Office of Advancement
- Amy Dambrowitz, Registrar

Minutes

- Minutes are approved at the next meeting
 - An error in the Minutes can be reported to the University Secretariat ahead of the meeting, so that the error can be corrected and reported at the meeting rather than using time at the meeting for this
 - Advance notice of questions regarding the content of the Minutes is also appreciated whenever possible, and the Secretary will raise and address these during the meeting
 - Draft minutes are for review by the members and are **not to be redistributed** (e.g., for member's reporting purposes).
- Once approved, the Minutes are posted on the GFC webpage
- GFC meetings (not the standing committee meetings) are audio recorded. This allows for review of proceedings if necessary. A recording is deleted once the Minutes are approved.

Appointments and Elections

- Under its Terms of Reference, the GFC Executive Committee (EC) carries out all appointments that fall within GFC's authority (the GFC standing committees and other groups), and reports on this to GFC
- The GFC EC also formulates nominations for GFC elections, as needed
 - In advance of the GFC EC's nomination work, a call-for-names of interested persons is issued (UToday) and any names received are considered by the GFC EC
 - For each election, the GFC EC generates a rank-ordered list of nominees, and the University Secretariat contacts these nominees in order until a full slate of nominees is achieved (e.g., if GFC is electing two persons, a ballot of 4 nominees is desired)
 - Brief biographies of the persons nominated by the GFC EC are posted on the GFC D2L in advance of the GFC meeting and election

Elections cont.

- In addition to the slate of nominees formulated by the GFC EC, a call for additional nominations from the floor is conducted at the GFC meeting, as described in the GFC Bylaws
- Current process is that the election voting is conducted electronically immediately following the GFC meeting
- Elections are decided based upon the number of votes for each nominee in descending order, with the elected person(s) being the nominee(s) with the most votes
- The election results are posted on the GFC D2L, as soon as possible after the voting has concluded

Types of Items

- Items will be brought for Action, Discussion, or Information
 - Action items may be brought for approval or recommendation
 - Discussion items are for when a proponent is seeking the members' feedback
 - Information items are for when something is being provided for information. These items can be discussed, but normally are not open for change.
- The University Secretariat, the Co-Chairs, and the proponents together determine the proper routing of business through the governance system

Action Items

- Action items are proposals that require approval
 - Examples of GFC action items:
 - Policy documents
 - Proposals to change Department names
 - The Academic Schedule
- GFC recommends some items for final approval by the Board
 - Examples of recommendation items:
 - Institutional strategy documents
 - Proposals to create new Faculties or Departments

Discussion Items

- Some items come for discussion only
 - Examples of discussion-only items:
 - Policy documents for which GFC is not the Approval Authority, but there is an academic component
- We try to bring substantive items twice – once for discussion and then returning at a later date for action or recommendation
 - This allows for thorough consideration of the item
 - This also allows you time to share the item with your constituents (e.g., at a Faculty Council meeting) and gather their feedback

Information Items - Reports

- GFC receives reports from the Co-Chairs of its standing committees (EC, APPC, RSC and TLC)
- GFC receives reports from its representatives to the Board of Governors and the Senate
- GFC receives several other reports on an annual basis:
 - The annual enrolment reports
 - Annual reports relating to student academic and non-academic misconduct
 - Foundational initiative reports, such as the Campus Mental Health Strategy Progress Report and the Indigenous Strategy Progress Report

Briefing Notes

- Provided for most Action and Discussion items
- A briefing note provides a summary of a large, complex item, including any proposed motion, and is intended to:
 - Make clear the purpose of the item
 - Highlight important information
 - Focus the discussion
 - Provide context for the item
- A briefing note will accompany an Information item if the item needs an introduction or context, or a summary would facilitate the understanding of the item

In Person Meetings

- When you arrive at a meeting, please pick up your name plate from the side of the room
 - Sit wherever you wish at the table
 - Some seats will normally be reserved for presenters, and will be clearly identified
- We understand that members may need to arrive late, leave early, or slip out if the need arises, please advise the Secretariat in advance if possible

Zoom Meetings

- You will be provided a Zoom meeting link and password within the notification e-mail letting you know that the meeting documents are available. You can also find the Zoom link in D2L in the header for the specific meeting date.
- We will also provide the phone number for if you need to dial in to the Zoom meeting by phone
- When you connect to the Zoom meeting you will land in a waiting room and a University Secretariat staff member will pass you in to the meeting asap

Thanks

Courtney McVie & Elizabeth Sjogren
University Secretariat