

General Faculties Council
GFC EXECUTIVE COMMITTEE
Approved Minutes

Meeting 37
October 28, 2016, 2:30 – 4:00 p.m.

A167

Voting Members

Elizabeth Cannon, Chair
Dru Marshall, Vice-Chair – arrived during Item 5
Abubaker Abdelhafiz* – left during Item 7
Tara Beattie
Mike Foley
Tina Gabriele
Nancy Pollock-Ellwand
Lorraine Radtke
Dennis Sumara
Jo Towers

Non-Voting Members

Sandra Hoenle

Secretary

Susan Belcher

Scribe

Elizabeth Sjogren

Regrets

David Cramb
Alicia Lunz

Guests

Loren Falkenberg, Chair of the Energizing Eyes High Secretariat – present for Item 6
Angela Jackson, Legal Counsel – present for Item 8
Jennifer Quin, Senior Director, Student Services – present for Item 8
Valerie Rendell, Director, Academic Relations – present for Item 7
Suzzi Sethi, Legal Counsel – present for Item 5
Jackie Sieppert, Dean, Faculty of Social Work – present for Item 4
Janet Stein, Director, Risk Management and Insurance – present for Item 5

Observer

Stephan Guscott

*by telephone

The Chair called the meeting to order at 2:31 p.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the October 28, 2016 General Faculties Council Executive Committee meeting be approved.

Carried

2. Remarks of the Chair

The Chair included the following in her remarks:

- The memorial service for former Premier Jim Prentice was held today, and the President attended on behalf of the University
- Recent meetings have been held with federal Minister of Finance Bill Morneau, Minister of Science Kirsty Duncan, and Minister of Innovation, Science and Economic Development Navdeep Baines. The mood is positive toward the post-secondary sector. There is acknowledgement that Canada has slipped in relation to its peer countries with respect to research and innovation funding, and it is hoped that the next federal budget will inject additional funding into areas such as the Tri-Council. Changes to the federal immigration policy could also affect the post-secondary sector.
- The provincial government has announced that the tuition freeze will continue for the 2017-2018 academic year, and has launched a full review of tuition and fees that may result in a new tuition and fee model for the province. It is not known at this time if institutions will receive backfill funding or an increase to the operating budget to compensate for the lost tuition revenue.

In response to a question, it was stated that the report resulting from the review of federal funding for fundamental science will be submitted to Minister Duncan before Christmas, and the public document should be released in January 2017.

3. Approval of the September 27, 2016 Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Minutes of the General Faculties Council Executive Committee meeting held on September 27, 2016 be approved, with the suggested amendment.

Carried

4. Approval of Faculty of Social Work Faculty Council Terms of Reference

Documentation for this item was circulated with the Agenda. Jackie Sieppert, Dean of the Faculty of Social Work, presented this item.

Highlights:

- The proponent reported that the Faculty of Social Work used the template for Faculty Council Terms of Reference (TOR), and set the membership of the Faculty Council to reflect the structure of the Faculty
- In response to questions, it was reported that:
 - The Faculty of Social Work operates in three regions: Calgary, southern Alberta (based in Lethbridge and Medicine Hat), and central and northern Alberta (based in Edmonton)
 - Because there are three regions, there will be three undergraduate student members and three graduate student members on the Faculty Council. This is not expected to change, as it is unlikely that the number of Faculty regions will change.

- The Faculty of Social Work has approximately 50 academic staff members
- With six students, two support staff, one sessional, one emeritus faculty member, one alumnus, and one representative of the Alberta College of Social Workers included in the membership of the Faculty Council (a total of twelve persons), the Faculty Council was satisfied that quorum will be achievable and that the academic staff members will have the majority of the votes at Faculty Council meetings
- It was suggested that the description of the student members of the Faculty Council be revised to read "...from each ~~region~~ **of the three regions** of the Faculty..."

Moved/Seconded

That the General Faculties Council Executive Committee approve the Faculty Council Terms of Reference for the Faculty of Social Work, in the form provided to the Committee, with the suggested amendment.

Carried

5. International Travel Policy and Procedure

Documentation for this item was circulated with the Agenda. Suzzi Sethi, Legal Counsel, and Janet Stein, Director of Risk Management, presented this item.

Highlights:

- The proponents reviewed the revisions made to the International Travel Policy and International Travel Procedure in the time since they were last seen by the Committee. It was emphasised that it is no longer proposed that academic staff be required to register their international travel, but that it is now proposed that they be *encouraged* to register.
- The EC discussed the need to revise section 3.n of the policy for accuracy, as not all outbound visiting students need a Letter of Permission from the Registrar
- The EC suggested that section 4.12 of the policy be revised to indicate that unregistered academic staff are "**accountable to ensure reimbursement of the University**" for costs associated with any emergency support
- In response to questions, it was reported that:
 - Graduate students may be authorized, under certain circumstances, for travel to an international destination that has an Extreme Risk rating
 - It will be possible to register travel to a certain location for a specific timeframe if there will be frequent travel to that location
 - Persons travelling internationally for personal reasons may choose to register for any days of that trip that they expect to be working
 - A managed device is insured, regardless of whether the person has registered their travel
- The proponents emphasised that this policy and procedure are meant to be an advantage to people, as registering helps the University to find and aid people when they need it

6. Energizing Eyes High Update

Documentation for this item was circulated with the Agenda. Loren Falkenberg, Chair of the Energizing

Eyes High Secretariat, presented this item.

Highlights:

- The presenter reviewed the participation to date in the Energizing *Eyes High* focus groups, surveys, weekly polls, roving booth, and other events
- In response to a question, it was reported that feedback on the focus groups has been positive, and that attendance in these has been increasing as the consultation period continues
- The presenter indicated that Faculties can arrange for their own focus group events covering one or more of the five pillars of the Energizing *Eyes High* initiative (these are Research and Scholarship, Teaching and Learning, Integration with Community, Campus Culture, and Student Experience). It is intended that all focus group events will be done by early December.
- The presenter reported that qualitative analysis of the information gathered at the various focus group events has started. So far, the majority of comments are suggesting tweaks and refinement to the University's strategy, but no calls for significant change. The *Eyes High* Strategic Oversight Committee will digest the information gathered, and then will develop the energized strategy document for consultation.

7. Recommendation of Procedure for Adding an Academic Appointment to a Senior Leadership Team Position

Documentation for this item was circulated with the Agenda. Valerie Rendell, Director of Academic Relations, and Dru Marshall, Provost and Vice-President (Academic), presented this item.

Highlights:

- The proponents reviewed the latest version of the proposed Procedure for Adding an Academic Appointment to a Senior Leadership Team (SLT) Position (the Procedure)
- In response to questions, the proponents reported that:
 - The Home Faculty (or Home Department, if applicable) is the unit to which the academic appointment would be made
 - If the Advisory Committee of the Home Faculty rejects the academic appointment, the potential SLT member can still be hired without an academic appointment, but the President or Vice-President must accept the judgement of the Advisory Committee regarding the academic appointment

Moved/Seconded

That the General Faculties Council (GFC) Executive Committee recommend that GFC approve the Procedure for Adding an Academic Appointment to a Senior Leadership Team Position, in the form provided to the Committee.

Carried

8. Sexual Violence Policy

Secretary's Note: The Faculty Association submitted in writing concerns about the Sexual Violence Policy to the EC members in advance of the meeting.

Documentation for this item was circulated with the Agenda, and a table document was circulated by the proponents. Angela Jackson, Legal Counsel, and Jennifer Quin, Senior Director of Student Services, presented this item.

Highlights:

- The Provost and Vice-President (Academic) reminded the EC members that sexual violence/sexual assault is one of the key issues currently being discussed on campuses across North America, and that the University needs a policy in place for this. It was emphasised that the policy is in the early stage of consultation, and that some feedback has not yet been incorporated into the document. The policy has been drafted by a team of people, including academic staff members, and it is intended that the Sexual Violence Policy should work in concert with the University's Harassment Policy and Article 8 of the Collective Agreement for Academic Staff. The 30-day online consultation period will begin soon, and then, when it is ready, the policy will be provided to GFC for discussion and then will return to GFC at a later date for approval.
- The proponents reported that the definitions in the Sexual Violence Policy are taken from a set of model definitions in order to have consistency between institutions and provinces
- The proponents referred to their table document, which presents a flowchart of processes to be followed. It was reported that these processes mirror those of the Harassment Policy, with the exception that any person investigating sexual assault must have completed special training.
- The Committee expressed support for the continued development of the Sexual Violence Policy, and applauded the victim-centred approach. The Committee agreed that the policy should be discussed by GFC once a draft is ready.
- The Committee discussed the complexities regarding the duty of persons in authority to report incidents of sexual violence. The proponents reported that a disclosure training document will be developed, and emphasised that the policy states that members of the campus community are *encouraged* to report incidents, and so there is leeway for persons to use judgement in this. The proponents committed to reviewing the language in section 4.20 of the policy, to look at the phrase "shall take action" or to define persons "in a position or trust or authority".
- In response to questions, it was explained that:
 - The Harassment Policy does not speak to matters such as consent, and so, while the Sexual Violence Policy will overlap with the Harassment Policy, the Sexual Violence Policy will serve as a single source for information for sexual violence. The Sexual Violence Policy is intended to make processes easier to determine and access for victims.
 - The Non-Academic Misconduct Policy is restricted to on-campus actions (or actions when a student is formally representing the University), but the scope of the Sexual Violence Policy will be broader and will allow the University to respond to some incidents that happen off campus
 - If an incident occurs off campus, there must be a nexus to the University, and a formal report filed under the Sexual Violence Policy, in order for the University to take action (e.g. both the victim and perpetrator work on campus and the victim's work will be impacted)
 - Stalking of a non-sexual nature is covered by the Harassment Policy
 - Administrative processes can be applied by the University even if a criminal process is underway, and the University's standard can be different

- Once the policy is approved, the implementation committee will consider avenues for consent education
- Having a single point of contact for a victim is consistent with best practice, but the University will have a team of people with expertise and will make referrals to on and off campus resources, provide education, and coordinate with Campus Security and the police as circumstances dictate
- There will be 24-hour access to assistance for victims
- The Committee noted that the use of similar terms can be confusing (complaint, criminal complaint, report, and formal report), and suggested that the term “complaint” be defined in the policy
- During discussion it was agreed that it should be made clear under what circumstances the University will take action under this policy, for example whether the University will take action if it receives a copy of a restraining order
- The Committee suggested that GFC should receive an update on the implementation of all of the recommendations that were in the June 2016 report of the University’s Committee on the Prevention of Sexual Harassment and Sexual Violence (of which the development of the Sexual Violence Policy was one recommendation). The Provost and Vice-President (Academic) indicated that this report will be done in June 2017.

9. Review of Draft November 17, 2016 General Faculties Council Agenda

Documentation for this item was circulated with the Agenda.

The Committee reviewed the draft November 17, 2016 GFC agenda, and one revision was made.

10. Approved 2016-2017 GFC Executive Committee Work Plan

Documentation for this item was circulated with the Agenda for information only.

11. Other Business

There was no other business.

12. Adjournment

Moved/Seconded

That the General Faculties Council Executive Committee adjourn the October 28, 2016 meeting.

Carried

The meeting was adjourned at 4:12 p.m.