

General Faculties Council
EXECUTIVE COMMITTEE
Approved Minutes

Meeting 30
December 18, 2015, 2:00 p.m.

A167

Voting Members

Elizabeth Cannon, Chair
Dru Marshall, Vice-Chair
Lynne Cowe Falls
David Cramb
Alastair Cribb
Stephan Guscott
Blake Lewis – arrived during Item 4
Cynthia Mannion
Rob Newton
Brenda O’Neill
Nancy Pollock-Ellwand
Jo Towers

Non-Voting Member

Sandra Hoenle

Guests

Susan Barker, Co-Chair, Calendar and Curriculum Subcommittee – present for Item 4
Jerome Beaudoin, Chief Information Officer – present for Item 12
Jim Dewald, Dean, Faculty of Graduate Studies – present for Item 6
Brian Key, Associate Dean, Faculty of Science – present for Item 9
Florentine Strzelczyk, Vice Dean, Faculty of Arts – present for Item 7
Dianne Tapp, Dean, Faculty of Nursing – present for Item 8
Lisa Young, Dean, Faculty of Graduate Studies – present for Item 5

Secretary

Susan Belcher

Scribe

Elizabeth Sjogren

The Chair called the meeting to order at 2:01 p.m. and confirmed quorum.

1. Approval of the Agenda

The Agenda for the December 18, 2015 General Faculties Council Executive Committee meeting was approved by consensus.

2. Remarks of the Chair and Vice-Chair

The Chair reported that the results of the independent review of the Centre for Corporate Sustainability

(formerly known as the Enbridge Centre for Corporate Sustainability) were made public today. Terrence McMahon, the independent reviewer, concluded that there was no improper conduct by the University, the President, or other employees, and no encroachment on academic freedom. The President's actions were found to be proper, responsible and as required of a President. The members of the General Faculties Council (GFC) Executive Committee (EC) were encouraged to read the independent reviewer's report.

The Vice-Chair made no remarks.

3. Approval of the November 27, 2015 Meeting 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 November 27, 2015 be approved.

Carried

4. Approval of Changes to the Calendar and Curriculum Subcommittee Terms of Reference

Documentation for this item was circulated with the Agenda. Susan Barker, Co-Chair of the Calendar and Curriculum Subcommittee (CCS), presented this item.

Moved/Seconded

That the General Faculties Council Executive Committee approve the revisions to the Calendar and Curriculum Subcommittee Terms of Reference, as set out in the document provided to the Committee, and as recommended by the Academic Planning and Priorities Committee.

Carried

5. Approval of the Faculty of Graduate Studies Faculty Council Terms of Reference

Documentation for this item was circulated with the Agenda. Lisa Young, Dean of the Faculty of Graduate Studies (FGS), presented this item.

Highlights:

- The Dean reported that the FGS does not currently have Faculty Council Terms of Reference (TOR). Careful thought was put into determining the appropriate membership for the Faculty Council, as FGS' structure is different from other Faculties. Otherwise, the template made available was generally followed.
- In response to questions, it was confirmed that:
 - There are five Graduate Students' Association executive members

- Although Alberta courts have frowned on the practice, it is possible for a member to be empowered to cast more than one vote, such as in the case of a Graduate Program Director of two graduate programs, although this is not preferable
- The FGS Faculty Council was asked to consider various membership scenarios, and preferred the proposed membership
- The FGS did not consider including an alumni member in the membership of the Faculty Council, and this is not as relevant to the FGS as it might be for other Faculties
- Typical attendance at FGS Faculty Council meetings is approximately 30 people
- The EC suggested that:
 - The FGS consider requiring the attendance of at least one graduate student for quorum
 - The statement “*If a program has two co-directors, one will be designated to vote at FGS Council*” could be rewritten to clearly designate one co-director as a voting member of the FGS Faculty Council and the other co-director as a non-voting member or guest
 - The FGS consider setting a minimum quorum for the Faculty Council Committee

Moved/Seconded

That the General Faculties Council Executive Committee approve the Faculty Council Terms of Reference for the Faculty of Graduate Studies, in the form provided to the Committee.

Carried**6. Approval of the Haskayne School of Business Faculty Council Terms of Reference**

Documentation for this item was circulated with the Agenda. Jim Dewald, Dean of the Haskayne School of Business (HSB), presented this item.

Highlights:

- In response to questions, it was reported that:
 - The HSB has had industry representatives as members of its Faculty Council in the past, but after careful consideration at multiple recent Faculty Council meetings it was decided to narrow the membership at this time. The HSB will hold town hall meetings several times per year, and industry representatives will be invited to these events.
 - It was considered, but it was decided not to include an alumni representative on the Faculty Council
 - The HSB Faculty Council discussed student members at length, and ultimately decided to reduce the number of student representatives to three. In response to a statement that the HSB undergraduate student body would arguably be better represented by Students’ Union (SU) representatives rather than HSB student club members, because these students would be trained in governance and held accountable to the full HSB undergraduate student body, the Dean observed that the Haskayne Students’ Association, the Haskayne PhD Society, and the Haskayne MBA Society are considered to be student organizations representing HSB students and not simply clubs. Further, interested persons can attend HSB Faculty Council meetings as guests, except for closed sessions. In response to a follow-up question, the Dean reported that it is very rare for there to be a closed session.

- The EC suggested that the HSB consider setting a minimum quorum for the Faculty Council Committee

Moved/Seconded

That the General Faculties Council Executive Committee approve the Faculty Council Terms of Reference for the Haskayne School of Business, in the form provided to the Committee.

Carried

Stephan Guscott opposed.

7. Approval of the Faculty of Arts Faculty Council Terms of Reference

Documentation for this item was circulated with the Agenda. Florentine Strzelczyk, Vice Dean of the Faculty of Arts (Arts), presented this item.

Highlights:

- In response to a question, the Vice-Dean reported that the Faculty of Arts Student Association (FASA) is an active and important organization within the Faculty, and so the Faculty Council decided that the FASA should choose two of the four undergraduate student representatives on the Faculty Council and the other two are to be chosen by the SU. It was confirmed that the FASA leadership is elected by the Arts students.
- A member of the EC expressed the opinion that the Arts undergraduate student body would be better represented by four SU representatives, rather than two of these and two students chosen by the FASA, as the SU trains students in governance and holds its representatives accountable.
- In response to a question, the Vice-Dean reported that the Faculty Council did consider having an alumni representative on the Faculty Council, but decided not to do so. There is an open invitation to various groups, including alumni, to attend Faculty Council meetings as guests.

Moved/Seconded

That the General Faculties Council Executive Committee approve the Faculty Council Terms of Reference for the Faculty of Arts, in the form provided to the Committee.

Carried**8. Approval of the Faculty of Nursing Faculty Council Terms of Reference**

Documentation for this item was circulated with the Agenda. Dianne Tapp, Dean of the Faculty of Nursing, presented this item.

Highlights:

- The Dean reported that renewing the Faculty Council TOR presented a welcome opportunity for the Faculty to talk about governance in general. The Faculty established a working group to discuss the TOR, faculty participation, and other related matters. The working group will continue to meet as the TOR and new practices are implemented. The membership of the Faculty Council was the Faculty's biggest discussion, and time was also spent discussing when Faculty Council meetings should be

scheduled in order to increase participation. After careful consideration, it was decided that a representative of the Undergraduate Nursing Society (UNS) would serve as a member of the Faculty Council, and that the Nursing SU representative would be invited to attend Faculty Council meetings as a guest.

- In response to a question, it was reported that membership in the UNS is optional, and therefore not all Nursing undergraduate students are members of the UNS
- A member of the EC expressed concern that the UNS member of the Faculty Council would not be representative of the entire Nursing student body, and expressed the opinion that a SU representative would better serve the full Nursing student body. The Dean reiterated that the Faculty did carefully consider the student membership on the Faculty Council, and that it was decided that it was preferred to have the UNS representative as a member.
- In response to additional questions, it was reported that:
 - The inclusion of a College and Association of Registered Nurses of Alberta (CARNA) representative as a member of the Faculty Council is a requirement of the Post-Secondary Learning Act (PSLA). The CARNA will nominate someone for this seat, and the Dean will make the appointment.
 - Any alumni interested in attending Faculty Council meetings may attend as guests
 - The Faculty considered its existing Faculty Council TOR when discussing the proposed TOR

Moved/Seconded

That the General Faculties Council Executive Committee approve the Faculty Council Terms of Reference for the Faculty of Nursing, in the form provided to the Committee.

Carried

Stephan Guscott opposed.

9. Approval of the Faculty of Science Faculty Council Terms of Reference

Documentation for this item was circulated with the Agenda. Brian Keay, Associate Dean, Faculty of Science, presented this item.

Highlights:

- The Associate Dean reported that the Faculty exercised a thorough process in developing the proposed Faculty Council TOR, and outlined the process
- In response to questions, it was reported that:
 - The Faculty did not consider adding an alumni representative to the membership of the Faculty Council
 - There are three elected SU Faculty Representatives from Science, and it is expected that these will be the three Science undergraduate students appointed to the Faculty Council by the SU

Moved/Seconded

That the General Faculties Council Executive Committee approve the Faculty Council Terms of Reference for the Faculty of Science, in the form provided to the Committee.

Carried**10. Approval of the Faculty of Environmental Design Faculty Council Terms of Reference**

Documentation for this item was circulated with the Agenda. Nancy Pollock-Ellwand, Dean of the Faculty of Environmental Design (EVDS), presented this item.

Highlights:

- The Dean reported that:
 - EVDS does not currently have Faculty Council TOR
 - The Faculty engaged in wide consultation when developing the Faculty Council TOR, including through town halls and at Faculty Council meetings
 - There was careful thought put into setting the Faculty Council membership, and who should be formally invited as guests
 - Three professional groups have membership on the Faculty Council as stipulated by the PSLA: the Alberta Association of Architects, the Alberta Professional Planning Institute, and the Alberta Association of Landscape Architects
 - Many EVDS faculty are alumni, and so it was not considered necessary to designate a seat on the Faculty Council for an alumnus
- In response to questions, the Dean reported that:
 - EVDS does not have any non-fulltime faculty
 - Students will be welcome to attend Faculty Council meetings as guests

Moved/Seconded

That the General Faculties Council Executive Committee approve the Faculty Council Terms of Reference for the Faculty of Environmental Design, in the form provided to the Committee.

Carried**11. Review of Draft January 14, 2016 General Faculties Council Agenda**

The EC reviewed the draft Agenda for the January 14, 2016 meeting of GFC. It was reported that the provincial government has set a June 2016 deadline for the Comprehensive Institutional Plan (CIP), and so the Academic and Research Chapter of the CIP will not be coming forward for discussion in January.

In response to a question, it was confirmed that the Chair will speak to GFC about the various University initiatives underway to assist the Syrian refugees arriving in Calgary, and will identify who people can contact for additional information or to volunteer. It was reported that these initiatives currently include special bursaries and English language learning, and that the University is working with Catholic Immigration Services to identify other needs.

12. E-mail Migration

Jerome Beaudoin, Chief Information Officer, presented this item.

Highlights:

- The University's students were migrated to Office 365 in 2014, and it is now time to move forward with migrating faculty and staff
- Completing the migration will increase interoperability between students, faculty, and staff. Office 365 will also improve security through better embedded encryption, and offer secure backup to cloud storage.
- Office 365 is housed in the United States
- The faculty and staff migration will occur in two phases: Exchange users will be migrated between February and July, and then Cyrus users will be migrated between July and December. All Outlook e-mails and calendar entries will be migrated, and nothing will be deleted. The time it will take for an individual's migration will vary depending on how many e-mails they have stored, but should occur overnight.
- During the migration period, certain components of Office 365 will be set. For example, all Exchange users' calendars will be set to 'block busy view' (which exposes *when* a user has something booked in their calendar, but does not expose any other details) starting in February. Once the migration is completed, users will be able to edit their sharing preferences. In response to questions, it was explained that:
 - Only the content in Outlook calendars will be exposed. Persons using Google calendar or iCloud calendar will not be affected.
 - The period of exposure could be from February to July, depending on when during this span of time the user is migrated
- Mac users will be migrated and supported
- In response to an observation that the last major migration (to Exchange) only took place in 2010, it was explained that the Office 365 product will grow and upgrade and so it is not expected that the University will need to migrate again in the near future
- In response to questions, it was reported that effort will be made to schedule a user's migration to minimize any disruption, and that a user will be able to reschedule their migration if the timing is problematic
- The EC made the following recommendations for when this presentation is given to GFC at the January 14, 2016 meeting:
 - There should be fewer words on the slides
 - The migration steps should be made clear
 - How long the migration will take for an individual should be explained
 - The Calendar Permissions slide should be simplified

13. Other Business

There was no other business.

14. Adjournment

Moved/Seconded

That the General Faculties Council Executive Committee adjourn the December 18, 2015 meeting.

Carried

The meeting was adjourned at 3:40 p.m.

Susan Belcher
University Secretary