

General Faculties Council
EXECUTIVE COMMITTEE
Approved Minutes

Meeting 35
June 14, 2016, 2:00 p.m.

A167

Voting Members

Elizabeth Cannon, Chair
Dru Marshall, Vice-Chair
Abubaker Abdelhafiz
David Cramb
Alastair Cribb
Alicia Lunz
Cynthia Mannion
Rob Newton
Brenda O'Neill
Jo Towers

Non-Voting Member

Sandra Hoenle

Regrets

Lynne Cowe Falls
Nancy Pollock-Ellwand

Guests

Ian Holloway, Dean, Faculty of Law – present for Item 6
Angela Jackson, Legal Counsel – present for Items 14 and 15
Suzzi Sethi, Legal Counsel – present for Item 13
Penny Werthner, Dean, Faculty of Kinesiology – present for Item 5

Secretary

Susan Belcher

Scribe

Elizabeth Sjogren

The Chair called the meeting to order at 2:02 p.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the June 14, 2016 General Faculties Council Executive Committee meeting be approved.

Carried

2. Remarks of the Chair

The Chair included the following in her remarks:

- Alicia Lunn, Students' Union Vice-President (Academic), was welcomed to her first meeting of the General Faculties Council (GFC) Executive Committee (EC), and departing members Lynne Cowe Falls, Alastair Cribb, Cynthia Mannion, Rob Newton, and Brenda O'Neill were thanked for their service
- The federal government has launched a review of federal support for fundamental science, the scope of which includes the Tri-Council and Canada Foundation for Innovation. The review will be led by David Naylor, former President of the University of Toronto, and the review panel will report to Kirsty Duncan, Minister of Science, by the end of 2016. It is hoped that the review will lead to increased research funding in the 2017 federal budget.
- Navdeep Bains, federal Minister of Innovation, Science and Economic Development, recently announced intentions to develop an Innovation Strategy for Canada. The Chair reported that she will be leading some of the consultations related to this initiative. Minister Bains has indicated that the Innovation Strategy may be ready for announcement in the Fall.
- The University has submitted 8 proposals to the federal Post-Secondary Strategic Investment Fund, and will know in late June of any if these infrastructure projects will receive funding
- The University's disclosure under the provincial Public Sector Compensation Transparency Act (aka 'Sunshine List') will be made public on June 30, 2016. Further information will be provided at the campus town hall on June 24, 2016.
- The malware attack on May 28, 2016 had significant impact, but the campus community was patient and cooperative, and recovery work continues. The Chair encouraged persons who have lost data as a result of the Information Technologies (IT) systems issues to alert the IT department.

3. Remarks of the Vice-Chair

The Vice-Chair included the following in her remarks:

- The Congress of the Humanities and Social Sciences, held on campus May 28–June 3, 2016, was successful, and the University received many compliments on the execution of the event. The Congress was operating on a separate network and so was not significantly impacted by the IT systems issues that week.
- The Senior Leadership Team, Associate Deans, and Heads are preparing for the release of the Sunshine List
- The campus town hall to be held on June 24, 2016 will address a number of topics of interest, including the University's budget, the Sunshine List, and the recent IT systems issues
- The University's Comprehensive Institutional Plan will be presented to the Board of Governors on June 24, 2016, for approval

In response to questions relating to the Sunshine List, the Chair indicated that:

- It is anticipated that the press will take an interest in the University's Sunshine List, and that there will be internal interest as well. The compensation data will be uploaded to a searchable database.
- The compensation published in the Sunshine List is not explained, and for some individuals the number may include extra-to-load-pay which could be misleading. Pension amounts are also

included in the final number.

- Management will not comment on any individual's compensation, but will make general comments after the data is released

In response to a question relating to the malware and resultant IT systems issues, the Chair and Vice-Chair reported that:

- There is no indication that the University was specifically targeted
- The University will continue to improve its systems and explore means to minimize future exposure
- The University had cyber insurance, and this protection will be maintained
- All members of the campus community are encouraged to use the University's emergency app, which was the primary mode of communication during the IT systems issues

4. Approval of the May 3, 2016 Meeting Minutes

Documentation for this item was circulated with the Agenda. A correction to the Minutes was reported.

Moved/Seconded

That the Minutes of the General Faculties Council Executive Committee meeting held on May 3, 2016 be approved, with the reported amendment.

Carried

5. Approval of the Kinesiology Faculty Council Terms of Reference

Documentation for this item was circulated with the Agenda. Penny Werthner, Dean, Faculty of Kinesiology, presented this item.

Highlights:

- The proponent introduced the proposed Faculty Council Terms of Reference and commented on the consultation and approval process conducted within the Faculty
- In response to a question regarding why the Students' Union (SU) representative elected by Kinesiology students is not designated as the undergraduate student member of the Faculty Council, it was reported that the Faculty Council agreed that the undergraduate student member of the Faculty Council would be named by the Kinesiology Students' Society (KSS) because of the KSS' active engagement in, and connection with, the Faculty
- During discussion, it was confirmed that joint-appointment academic staff members, SU representatives, and other interested persons can attend Faculty Council meetings as observers
- In response to a question, it was confirmed that the Faculty Council decided not to set 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 Kinesiology, in the form provided to the Committee.

Carried

6. Approval of the Law Faculty Council Terms of Reference

Documentation for this item was circulated with the Agenda. Ian Holloway, Dean, Faculty of Law, presented this item.

Highlights:

- The proponent introduced the proposed Faculty Council Terms of Reference, and reported that:
 - The Faculty Council decided not to create or use a Faculty Council Committee structure as it has not historically had difficulty meeting quorum
 - Student and staff Faculty Council members have voting status on the Council
- In response to questions and comments it was reported that:
 - Of the eight student members of the Faculty Council, there are fewer graduate student members due to the relative population of Law students
 - The undergraduate student members will be chosen by the Society of Law Students (SLS) rather than the SU because of the SLS' active engagement in, and connection with, the Faculty
 - The Faculty Council decided to use the threshold "0.5 FTE" academic staff member appointment to delineate its academic staff members, as it is desired that joint appointees be members of the Faculty Council

Moved/Seconded

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

Carried

7. Nominations for Election by GFC of Two Academic Staff Members to the Advisory Review Committee for the Dean of the Faculty of Graduate Studies

Documentation for this item was circulated with the Agenda.

The EC nominated, in rank order, academic staff members to be approached by the University Secretariat to stand for election to the Advisory Review Committee (ARC) for the Dean of the Faculty of Graduate Studies. The first four persons to agree to stand for election will appear on the ballot at the June 23, 2016 GFC meeting.

8. Nominations for Election by GFC of Two Academic Staff Members to the Advisory Review Committee for the Vice-Provost (Student Experience)

Documentation for this item was circulated with the Agenda.

The EC nominated, in rank order, academic staff members to be approached by the University Secretariat to stand for election to the Advisory Review Committee (ARC) for the Vice-Provost (Student Experience). The first four persons to agree to stand for election will appear on the ballot at the June 23, 2016 GFC meeting.

9. Appointment of Two Academic Staff Members to the Academic Planning and Priorities Committee

Documentation for this item was circulated with the Agenda.

The EC nominated, in rank order, academic staff members to be approached by the University Secretariat to serve on the Academic Planning and Priorities Committee. The first two persons to agree to serve will be considered appointed by the EC.

10. Appointment of the Graduate Academic Program Subcommittee Academic Co-Chair

Documentation for this item was circulated with the Agenda.

The EC nominated, in rank order, members of the Graduate Academic Program Subcommittee (GAPS) to be approached by the University Secretariat to serve as the Academic Co-Chair of the GAPS. The first person to agree to serve will be considered appointed by the EC.

11. Appointment of the Research and Scholarship Committee Academic Co-Chair

Documentation for this item was circulated with the Agenda.

The EC nominated, in rank order, members of the Research and Scholarship Committee (RSC) to be approached by the University Secretariat to serve as the Academic Co-Chair of the RSC. The first person to agree to serve will be considered appointed by the EC.

12. Appointment of Two GFC Members to the Senate

Documentation for this item was circulated with the Agenda.

The EC nominated, in rank order, members of GFC to be approached by the University Secretariat to serve as GFC representatives to the Senate. The first two persons to agree to serve will be considered appointed by the EC.

13. International Travel Policy and International Travel Procedure

Documentation for this item was circulated with the Agenda. Suzzi Sethi, Legal Counsel, presented this item.

Highlights:

- The proponent introduced the draft International Travel Policy and International Travel Procedure, and reported that the documents have been updated to reflect current processes and practices
- The proponent reported that the Academic Planning and Priorities Committee has given feedback on the documents, particularly regarding the forms required by the International Travel Procedure
- During discussion, the Committee remarked that the University should be facilitating international travel, and not downloading administrative responsibilities to academic staff and other travelers.

For example, information on a destination's security risks and consular, embassy or high commission services should be provided to travelers rather than expecting individuals to search for this information.

- In response to questions, it was reported that:
 - There is basic insurance coverage for travel for University purposes, but persons with special needs should obtain supplemental insurance
 - The Travel Expense Procedure is slated for review in the near future
- The Committee suggested that:
 - Consideration should be given to linking the Absence From Campus form and the International Travel Hazard Assessment form, in order to make the process easier
 - The wording of section 4.5 of the proposed Policy should be revised, as the University will not "require" travel to a destination with an extreme risk rating
 - The inclusion of "managers" in the list of persons who can provide authorization for international travel plans (section 4.7 of the proposed Policy) should be reconsidered
 - The process for completing forms, and when Risk Management must be consulted, should be made clear and easy to follow

Following discussion, including comments on the consultation process, the Committee agreed that the International Travel Policy and International Travel Procedure discussion item should be removed from the June 23, 2016 GFC agenda, in order to allow time for the processes to be further considered. This item will return to the Committee in the Fall for further discussion.

14. Procedure for Conflict of Interest, Procedure for Managing the Employment of Related Persons, and Code of Conduct

Documentation for this item was circulated with the Agenda. Angela Jackson, Legal Counsel, presented this item.

Highlights:

- The proponent reported that some changes have been made to the Procedure for Conflict of Interest and Procedure for Managing the Employment of Related Persons (the "Procedures") in the time since the Committee first saw them in March
- The proponent remarked that there are provisions in the Collective Agreement between the Faculty Association and the Board of Governors relating to Conflict of Interest, including a disclosure process
- The Committee suggested that, because the Code of Conduct indicates that conflict of interest could arise in relation to volunteer activities, and because volunteer activities are not normally reported as Outside Professional Activity, section 4.3 of the Procedure for Conflict of Interest could be phrased as "...disclose any Conflict of Interest ~~relating to outside professional activity, hiring, promotion and tenure~~ **as defined in the Code of Conduct**"
- In response to questions, it was reported that:
 - The Conflict Disclosure Form referenced in the Procedures will be made available online
 - Married academic staff members, employees, and/or appointees should be permitted to

serve on committees together. Conflict of Interest only exists if there is a private benefit to one of the persons. It was suggested that this could be a topic of discussion at Heads' Forum.

- The drafting team decided that the Procedures should simply refer to the Code of Conduct for the definitions for Conflict of Interest, rather than copying the definitions into the Procedures, but this decision could be reconsidered
- When there is a conflict between an academic staff member, employee, or appointee and their Dean, a matter will be bumped up to the Provost for assessment (see section 4.11 of the Procedure for Conflict of Interest)
- The proponent reported that the approval authority for the Procedures is the Vice-President (Finance and Services)

15. Interim Sexual Violence Protocol

Documentation for this item was circulated with the Agenda. Angela Jackson, Legal Counsel, presented this item.

Highlights:

- The proponent reported that the Sexual Violence Protocol will serve as a reference for individuals while the University's Sexual Violence Policy is under development, and emphasised that the protocol is meant for use by students, faculty, and staff
- The Committee identified some necessary corrections to the proposed document, such as the e-mail address and room number for the Q Centre
- The Committee made the following suggestions:
 - The Reporting section of the document identifies five avenues for reporting/assistance, and this should be simplified so that there is a clear priority or order for this
 - A priority phone number to call for reporting/assistance, available 24 hours and seven days, should be prominent. It needs to be determined whether this priority number should be that of Campus Security or Calgary's Distress Centre.
 - The document could be reformatted to make all contact information stand out
- The proponent reported that the Sexual Violence Policy will begin to move through the consultation and approval process in the Fall, and that this document will be made widely available to the campus community in the interim

16. Noting of the Names of Movers and Seconders in Minutes

The Chair reminded members of the Committee that a concern had been raised at the May 19, 2016 GFC meeting regarding the current practice of not including the names of movers and seconders in the minutes of GFC and its committees, and that the Chair had committed to raise this as a discussion at today's meeting.

Highlights:

- The University Secretary reported that it is considered current best practice not to include the names of movers and seconders in minutes, and reviewed the reasons for this:

- Bodies act collectively and so their records should not have an individual focus
- Minutes are written from an objective viewpoint
- Meaning can be inappropriately attributed to the names of movers and seconders by readers. Moving or seconding a motion does not necessarily indicate an individual's support for a proposal, and an individual may simply be putting the motion on the floor so it can be discussed and decided. This is the case for most of the motions brought to GFC and its committees.
- The decision-making process can become politicized. Individuals may move or second a motion in order to get their name into the minutes in association with the proposal, or may not move or second a motion in order to avoid this.
- Movers and seconders do not 'own' a motion once it is on the floor, and adding names can create confusion about this.
- Minutes should show that proper process was followed, not individual member's actions
- In response to a question, the University Secretary indicated that the 'best practices' considered are sourced from a variety of governance organizations, including those supporting universities, corporations, not-for-profit organizations, government agencies, and also parliamentarians, and that good governance principles apply across organizations
- Following a discussion, the Committee agreed that the current practice of not including names fits within the GFC-approved minuting standards and should continue, however, the Committee remarked that a change of this order should be presented to and discussed by GFC before being made

The Chair indicated that she would report on today's discussion at the June 23, 2016 GFC meeting.

17. Review of Draft June 23, 2016 General Faculties Council Agenda

The EC reviewed the draft June 23, 2016 GFC agenda.

18. Other Business

There was no other business.

19. Adjournment

The General Faculties Council Executive Committee adjourned the June 14, 2016 meeting by consensus.

The meeting was adjourned at 4:34 p.m.