

General Faculties Council
EXECUTIVE COMMITTEE
Approved Minutes

Meeting 40
January 31, 2017, 2:00 – 4:00 p.m.

A167

Voting Members

Elizabeth Cannon, Chair * – present for Items 1, 2, 4 and 6
Dru Marshall, Vice-Chair
Abubaker Abdelhafiz
Tara Beattie
Mike Foley
Tina Gabriele
Alicia Lunz
Nancy Pollock-Ellwand
Lorraine Radtke
Dennis Sumara
Jo Towers

Non-Voting Members

Sandra Hoenle

Secretary

Susan Belcher

Scribe

Elizabeth Sjogren

Regrets

David Cramb

Guests

Loren Falkenberg, Chair of the Energizing *Eyes High* Secretariat – present for Item 4
Will Fiebelkorn, Privacy and Records Officer, Cumming School of Medicine – present for Item 5
Jo-Ann Munn Gafuik, Senior Specialist, Policy & FOIP – present for Item 5
Suzzi Sethi, Legal Counsel – present for Item 5

**by telephone*

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

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the January 31, 2017 General Faculties Council Executive Committee meeting be approved.

Carried

2. Remarks of the Chair

The Chair included the following in her remarks:

- The University is taking steps to assist members of the campus community affected by the recent executive order signed by the President of the United States (U.S.) restricting travel into the U.S. by persons from certain countries
- The 2017 Employee Engagement Survey launched last week, and members of the campus community are encouraged to respond

3. Remarks of the Vice-Chair

The Vice-Chair included the following in her remarks:

- The University is monitoring the impacts to staff and students as a result of the restriction on travel to the U.S., and is assisting with travel arrangements and conference registration change fees as needed. This situation draws attention to the importance of the University's travel registry.
- The Post-Secondary Learning Act is currently under review with respect to labour relations, and it is expected that recommendations for revision will be taken to the Spring session of the Alberta Legislature. The province's post-secondary institutions have asked for a transition period for any new legislation.
- The provincial government's working group reviewing tuition and mandatory non-instructional fees has started meeting. The working group is currently analysing the feedback received during the consultation period.
- The provincial government's review of the funding model for post-secondary institutions is also well underway. The joint Comprehensive Academic and Research Institutions' submission was provided last week. It is expected that a working group will be formed to analyse the submissions, and that recommendations will come forward in 6-8 months.

In response to a question, the Vice-Chair stated that any international persons enquiring about application to the University should be referred to the Dean of the Faculty of Graduate Studies (for graduate studies) or the Registrar (for undergraduate studies).

4. Energizing Eyes High – Draft Strategy Document

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

Highlights:

- The Chair reported that the draft Energized *Eyes High* strategy is now moving through the governance process, including consultation with Faculty Councils and student groups, and it is scheduled for approval by the General Faculties Council (GFC) and Board of Governors in March 2017
- The presenter reported that three working papers (an environmental scan, a summary of the focus groups feedback, and a summary of the survey feedback) and a document summarizing the feedback received during the consultation phase have been prepared

- The presenter emphasised that the feedback received during the consultation phase indicates that the campus community is not seeking wholesale change to *Eyes High*
- The Committee expressed its support for the section entitled “What does campus culture mean to us?”
- During discussion, the Committee suggested that:
 - The reference to the recognition of teaching be retained in the “Enrich the Quality and Breadth of Learning” section of the *Eyes High* document
 - Consideration be given to re-ordering the sections of the document
- The Committee also offered a number of suggestions for minor revisions to some language throughout the document
- The Chair thanked the committee for their attention to detail and suggestions

5. Information Asset Management Policy

Documentation for this item was circulated with the Agenda. Jo-Ann Munn Gafuik, Senior Specialist, Policy & FOIP, Will Fiebelkorn, Privacy and Records Officer, Cumming School of Medicine, and Suzzi Sethi, Legal Counsel, presented this item.

Highlights:

- The presenters reviewed the policies that are being replaced by the Information Asset Management Policy (IAMP), and remarked that the subject matter of these policies have been updated and incorporated into the new policy
- The presenters explained the need for good practices relating to business, scholarly, and clinical information assets, and reviewed the roles of the trustees, stewards, and custodians who will be responsible for these assets under the policy
- The Committee requested that the diagram illustrating the policies to be consolidated, and the worksheet detailing the roles of the trustees, stewards, and custodians, be incorporated into the briefing note in order to give future reviewers proper context while they review the draft policy
- The Committee expressed general satisfaction with the proposed IAMP, and the Vice-Chair remarked that consultation will continue and then the policy will be approved by the Board of Governors

6. Approval of the 2017 GFC Member Survey

Documentation for this item was circulated with the Agenda. The Chair and the University Secretary presented this item.

Highlights:

- The Chair reported that, after a one year break, the membership of GFC will be surveyed again this year, and that the survey has been reworked from the prior survey. The Committee was asked for their feedback on the proposed survey.

- The Committee expressed general agreement with the length and focus of the survey
- The Committee made a number of suggestions for revision, and it was decided that the University Secretary would revise the survey and bring it back to the Committee for further review and approval it at its February 24, 2017 meeting

Secretary's note: The motion to approve the survey was withdrawn.

7. Appointment to the West Campus Board

Secretary's note: Nancy Pollock-Ellwand left the room for this item.

Documentation for this item was circulated with the Agenda. The Vice-Chair and the University Secretary presented this item.

Highlights:

- The Vice-Chair remarked that Nancy Pollock-Ellwand, Dean of the Faculty of Environmental Design, is being recommended for appointment to the West Campus Board to replace Jim Dewald whose term is ending. Nancy Pollock-Ellwand's skills are a good fit for this board, and she has agreed to serve if appointed.
- In response to a question, it was reported that, in the unlikely event that the Human Resources and Governance Committee were not to approve an individual recommended by the EC, the item would return to the EC in order that another individual could be recommended

Moved/Seconded

That the General Faculties Council (GFC) Executive Committee recommend that the Human Resources and Governance Committee of the Board of Governors appoint Nancy Pollock-Ellwand as the GFC representative on the West Campus Board for a term of three years, effective June 1, 2017.

Carried

8. Approval of the 2017-2018 GFC and GFC Standing Committees Meeting Schedule

Documentation for this item was circulated with the Agenda. The Vice-Chair and the University Secretary presented this item.

Highlights:

- The University Secretary reported that the proposed schedule follows a similar pattern to the 2016-2017 schedule, and that care has been taken to coordinate the General Faculties Council schedule with the Board of Governors schedule for proper governance flow
- The Committee discussed the possibility of not scheduling the Calendar and Curriculum Subcommittee and the Teaching and Learning Committee on the same day because several members serve on both of these committees. The University Secretariat agreed to investigate the potential for this.

Moved/Seconded

That the General Faculties Council (GFC) Executive Committee approve the GFC and GFC standing committees 2017-2018 meeting schedule, in the form provided to the Committee.

Carried**9. Approval of the December 20, 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 December 20, 2016 be approved.

Carried**10. Review of Draft February 16, 2017 General Faculties Council Agenda**

Documentation for this item was circulated with the Agenda. The Vice-Chair and the University Secretary presented this item.

The Committee reviewed the draft February 16, 2017 GFC agenda, and directed the re-ordering of two items.

11. 2017-2018 GFC Elected Membership Distribution

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

12. Other Business

There was no other business.

13. Adjournment**Moved/Seconded**

That the General Faculties Council Executive Committee adjourn the January 31, 2017 meeting.

Carried

The meeting was adjourned at 3:22 p.m.