

General Faculties Council
GFC EXECUTIVE COMMITTEE
Approved Minutes

Meeting 54
May 25, 2018, 2:00 p.m.

A167

Voting Members

Elizabeth Cannon, Chair
Tara Beattie
David Cramb
Elena Favaro
Jessica Revington
Trevor Tombe
Jo Towers *

Non-Voting Member

Sandra Hoenle

Secretary

Susan Belcher

Scribe

Elizabeth Sjogren

Regrets

Dru Marshall, Vice-Chair
Eloise Carr
Lorraine Radtke
Lesley Rigg
Dennis Sumara

Guests

Susan Barker, Vice-Provost (Student Experience) – present for Item 4
Andrea Klaiber-Langen, Student Appeals Officer – present for Item 4
Cherie Tutt, Director, University Secretariat and Student Appeals Office – present for Item 4

* by telephone

The Chair called the meeting to order at 2:03 p.m. and confirmed quorum.

1. Approval of the Agenda

The Chair reported that Item 5, 'Recommendation of the Approval of the GFC Academic Staff Criteria and Processes Handbook', was removed from the agenda.

Moved/Seconded

That the Agenda for the May 25, 2018 General Faculties Council Executive Committee meeting be approved, with the reported amendment.

Carried

2. Remarks of the Chair

The Chair included the following in her remarks:

- Elena Favaro, Graduate Students' Association Vice-President (Academic), and Jessica Revington, Students' Union Vice-President (Academic), were welcomed to their first meeting, and David Cramb, Faculty of Science, was thanked for his service to the Committee
- A mission of Canadian university presidents were in Mexico this week, to meet with Mexican colleagues and representatives of the government in order to work towards deepening the relationship between the two countries. Scott McLean, Department of Sociology, is seconded to the Universidad Nacional Autónoma de Mexico (UNAM) as the University's Representative in Mexico, where he oversees the University's programs at UNAM, supports initiatives in Mexico, and provides a local presence.

3. Approval of the May 1, 2018 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 May 1, 2018 be approved.

Carried

4. Recommendation of the Student Misconduct and Academic Appeals Policy and Procedures

Documentation for this item was circulated with the Agenda. Andrea Klaiber-Langen, Susan Barker, and Cherie Tutt presented this item.

Highlights:

- The proponents reviewed the changes made to the proposed Student Misconduct and Academic Appeals Policy and Procedures since the last time the Committee reviewed the documents
- The Committee expressed appreciation for the thorough consultation process followed in the development of these documents

Moved/Seconded

That the General Faculties Council (GFC) Executive Committee recommend that the GFC approve the Student Misconduct and Academic Appeals Policy, the Faculty Appeal Committee Procedures and the University Appeals Committee Procedures in the forms provided to the Committee, and authorize the proponents to make non-substantive changes to the policy and/or procedures prior to their presentation to the GFC.

Carried

5. Withdrawn

6. Nominations for Election by General Faculties Council to the GFC Executive Committee

Documentation for this item was circulated with the Agenda.

The Committee named, in rank order, academic staff members of General Faculties Council (GFC) to be approached by the University Secretariat to stand for election to the GFC Executive Committee. The election will be held at the June 14, 2018 GFC meeting.

7. Naming of the Academic Program Subcommittee Academic Co-Chair

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the General Faculties Council Executive Committee name Jim Brandon, Werklund School of Education, as the Academic Co-Chair of the Academic Program Subcommittee (APS), effective July 1, 2018, for a term ending on the earlier of June 30, 2021 or the end of his membership on the APS.

Carried

8. Naming of the Graduate Academic Program Subcommittee Academic Co-Chair

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the General Faculties Council Executive Committee name Donna-Marie McCafferty, Cumming School of Medicine, as the Academic Co-Chair of the Graduate Academic Program Subcommittee (GAPS), effective July 1, 2018, for a term ending on the earlier of June 30, 2021 or the end of her membership on the GAPS.

Carried

9. Naming of the Teaching and Learning Committee Academic Co-Chair

Documentation for this item was circulated with the Agenda.

The Committee named, in rank order, members of the Teaching and Learning Committee (TLC) to be approached by the University Secretariat to serve as the Academic Co-Chair of the TLC, for a three-year term or until his or her term on the TLC ends if that is sooner. The first nominee to agree to serve will be deemed appointed by the EC.

10. Appointment of One Member of the Teaching and Learning Committee to the Campus and Facilities Development Subcommittee

Documentation for this item was circulated with the Agenda.

The Committee named, in rank order, members of the TLC to be approached by the University Secretariat to serve as the TLC member of the Campus and Facilities Development Subcommittee, for a three-year term or

until his or her term on the TLC ends if that is sooner. The first nominee to agree to serve will be deemed appointed by the EC.

11. Appointment of One Member of GFC to the Senate

Documentation for this item was circulated with the Agenda.

The Committee named, in rank order, members of GFC to be approached by the University Secretariat to serve as a GFC representative to the Senate, for a three-year term or until his or her term on the GFC ends if that is sooner. The first nominee to agree to serve will be deemed appointed by the EC.

12. Extension of the Appointments of the Student Academic Appeals Committee Pool of Academic Staff Members

Documentation for this item was circulated with the Agenda.

The proponents explained that it is being proposed to simply extend the appointments of the current pool of academic staff members for the GFC Student Academic Appeals Committee because the Student Misconduct and Academic Appeals Policy and Procedures will be approved in the Fall 2018 term and a new committee, with a different membership structure, will be put in place at that time.

Moved/Seconded

That the General Faculties Council Executive Committee extend the appointments of the fifteen academic staff members forming the Student Academic Appeals Committee Pool of Academic Staff Members until December 31, 2018 or until the Student Discipline and Academic Standing Appeal Policy and Procedures are approved and a new committee takes effect.

Carried

13. General Faculties Council Bylaws

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

Highlights:

- The proponents reported that the GFC Bylaws were developed taking into account the GFC's current Terms of Reference and based on consideration of the bylaws of a number of other universities and other GFC foundational documents, and that the GFC Bylaws collate and formalize the GFC's current practices and add some governance best practices
- The University Secretary then reviewed the draft GFC Bylaws section by section with the Committee
- In response to questions, it was reported that:
 - The GFC can delegate any of its powers to an individual or a body
 - The Faculties choose their academic staff representatives through their own internal processes, and that a Faculty Council election is not the current practice of all Faculties

- The GFC may choose to make adjustments to the student and other appointed membership, but it was noted that it has been a longstanding tenet of the GFC that the academic staff members are to be in majority over all other categories of GFC membership combined
- Members on leave may continue to serve, if they choose to do so
- The audio recording of GFC meetings is only used to fact check the minutes and is deleted after the minutes are approved
- Discussion included:
 - That, if a GFC member misses three or more consecutive meetings, it is appropriate that the Chair may request that a substitute or replacement member be appointed
 - Terms on the GFC are normally for three years, and there is no limit to the number of times a member may be reappointed
 - That members bring their perspective to discussions at GFC meetings, but not the agenda of their group, and are expected to make decisions considering the best interests of the University
 - Meeting documents are not widely circulated to the campus community by the Secretary prior to a meeting, in part to prevent early or draft versions of documents from being relied on or reported upon, or interpreted without the context provided at a meeting. If GFC members are going to share the meeting documents they are encouraged to do so in a manner where context can be provided and the distribution and use of the documents is understood. An individual may ask the University Secretariat for any of the GFC meeting documents following a meeting, and the University Secretariat will provide the documents and can explain the document version or other relevant context when doing so.
 - Possible additions to the GFC membership, including Vice-Provostial and graduate and undergraduate students members, was discussed
 - If the GFC determines that the option to hold an in-camera session is a desired component of the GFC Bylaws, the Committee will determine if any agenda items should be considered by the GFC in an in-camera session. Guidelines for this would not be included within the GFC Bylaws in order to allow the Committee to address any situation that may arise. The GFC would decide how any decisions made during an in-camera session would be communicated.
 - The need for GFC members to call a special meeting is likely to be rare
- The Chair reported that the GFC will discuss the draft GFC Bylaws at the June 14, 2018 meeting, and then the GFC Bylaws will return in the fall for recommendation by the Committee and approval by the GFC

14. Review of the June 14, 2018 GFC Agenda

Documentation for this item was circulated with the Agenda. The Committee reviewed the draft June 14, 2018 GFC agenda.

15. Annual Committee Performance Review and Review of GFC Executive Committee Terms of Reference

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

Highlights:

- The Chair remarked that it is good governance practice for the Committee to review its Terms of Reference and functioning each year
- No concerns or suggestions for revisions to the Terms of Reference were raised
- The University Secretary reported that the Terms of Reference of the GFC's program-related committees will be given a holistic review over the coming months, and any suggestions for revision will be brought to the Committee for consideration

16. Results of the 2018 GFC Member Survey

Documentation for this item was circulated with the Agenda. The Chair and the Governance Coordinator (GFC Lead) presented this item.

Highlights:

- The report on the 2018 GFC Member Survey results was reviewed, and the Committee discussed:
 - That the Safety Moment at GFC meetings is done as part of promoting a culture of safety, but that the topics could be more substantive and relevant to the work environment
 - That, because of the poor acoustics, the Chair should continue to encourage members and guests to speak up in the GFC meeting room. It was concluded that utilising a roving microphone would be awkward and may discourage members from speaking.
 - That the outgoing members of the GFC could peer-mentor their replacements in order to assist in the new members' orientation and understanding of university governance. The University Secretary noted that the GFC website includes significant information on GFC for access by members.
 - That some items of business at GFC meetings may appear to be rubber-stamp decisions, but this is a reflection of the thorough review of these items through the consultation and decision-making system and that the GFC usually sees substantive items of business more than once

17. Other Business

There was no other business.

18. Adjournment**Moved/Seconded**

That the General Faculties Council Executive Committee adjourn the May 25, 2018 meeting.

Carried

The meeting was adjourned at 3:44 p.m.