

General Faculties Council
GFC EXECUTIVE COMMITTEE
Approved Minutes

Meeting 59
January 29, 2019, 2:00 p.m.

A167

Voting Members

Ed McCauley, Chair
Dru Marshall, Vice-Chair
Joule Bergerson
Eloise Carr
Elena Favaro
Lorraine Radtke
Jessica Revington
Lesley Rigg
Dennis Sumara
Trevor Tombe
Hussein Warsame

Non-Voting Member

Paul Rogers

Secretary

Susan Belcher

Scribe

Elizabeth Sjogren

Regrets

Tara Beattie

Guest

Andrew Goddard, Legal Counsel – present for Item 8

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 January 29, 2019 General Faculties Council Executive Committee meeting be approved.

Carried

2. Remarks of the Chair and Vice-Chair

The Chair included the following in his remarks:

- The University is monitoring the current events relating to China, and implementing Risk Management's procedures as appropriate, especially with respect to program-related travel by students

- The federal and provincial budgets are in development, and the University's budget, which is expected to be approved by the Board of Governors (BG) on March 22, 2019, will be adjusted as necessary once the provincial budget is announced
- The University is maintaining awareness of the City of Calgary's development plans through discussions with Jeff Fielding, City Manager, and others

The Vice-Chair included the following in her remarks:

- The BG's Budget Committee met this morning to discuss the University's draft budget. The Budget Committee will discuss the draft budget again in February, then it and the BG's Finance and Property Committee will recommend the budget to the Board of Governors for approval.
- The Executive Committee of the Joint Oversight Board of the University of Calgary in Qatar, of which the University's Provost and Vice-President (Academic) is a member, will be meeting next month in Doha
- As discussed by this Committee in November, a task force has been formed by the Provost and Vice-President (Academic) to explore the potential issues involved in student and staff relationships, including student/instructor relationships. The task force will be chaired by Dennis Sumara, Dean of the Werklund School of Education, and it will make recommendations to the Provost and Vice-President (Academic) by June.
- The metrics for assessing the University's progress towards the equity, diversity, and inclusion goals set out in the Academic Plan are nearly finalised and will be shared soon. The University will annually report on its progress.

3. Approval of the December 18, 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 December 18, 2018 be approved.

Carried

4. Nominations for Election by GFC of Two Academic Staff Members to an Advisory Review Committee for the Dean of the Faculty of Science

Documentation for this item was circulated with the Agenda. The Chair and Susan Belcher presented this item.

Lesley Rigg, Dean of the Faculty of Science, declared a conflict of interest as she is the person being reviewed by this committee and left the room for this item.

The Committee named, in rank order, academic staff members to be approached by the University Secretariat to stand for election to the Advisory Review Committee for the Dean of the Faculty of Science. The first four nominees to agree to stand for election will appear on the ballot at the February 14, 2019 meeting of the General Faculties Council (GFC), and two persons will be elected.

5. Nominations for Election by GFC of Three Academic Staff Members to an Advisory Search Committee for a Vice-President (Research)

Documentation for this item was circulated with the Agenda. The Chair and Susan Belcher presented this item.

The Committee named, in rank order, academic staff members to be approached by the University Secretariat to stand for election to the Advisory Search Committee for a Vice-President (Research). The first six nominees to agree to stand for election will appear on the ballot at the February 14, 2019 meeting of the GFC, and three persons will be elected.

6. Approval of the 2019-2020 and 2020-2021 GFC and GFC Standing Committees Meeting Schedules

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

Highlights:

- The Committee reviewed the proposed 2019-2020 and 2020-2021 meeting schedules for the GFC and the GFC standing committees
- The University Secretary reported that the meeting schedules are being prepared two years out starting this year, and that the pattern of meetings is similar to past years as this allows for the efficient flow of items through the governance system. It was noted that times for the Teaching and Learning Committee and the Research and Scholarship Committee will be changed starting in 2020-2021.
- The Committee expressed satisfaction at having its meetings held on Wednesdays starting in 2019-2020
- The Committee requested changes to the scheduling of the Academic Planning and Priorities Committee meetings in June 2020 and June 2021, to allow it to meet twice in June in those years

Moved/Seconded

That the General Faculties Council (GFC) Executive Committee approve the GFC and GFC standing committees 2019-2020 and 2020-2021 meeting schedules, in the forms provided to the Committee and with the requested amendments.

Carried

7. Approval of the 2019 GFC Member Survey

Documentation for this item was circulated with the Agenda. The Chair and Susan Belcher presented this item.

Highlights:

- The University Secretary remarked that it is proposed that the same survey be used this year as has been used for the past two years, to allow for an effective comparison year to year for three years. It was noted that the open-ended questions are valuable as these solicit useful feedback

from the members.

- The Committee reviewed the survey and in particular discussed that GFC members should be encouraged to speak at GFC meetings, and one way of doing this would be to ask more targeted questions. It was noted that the briefing notes are intended to do this and proponents can be reminded of this when submitting briefing notes.
- The Committee suggested revisions, including:
 - The meaning of 'engaged' in question 6 is ambiguous, and suggested that the word 'productive' be used in place of 'engaged'
 - The addition of a question reading "**How can we encourage meaningful contributions by GFC members?**"
 - Rewording question 8 to refer to 'proponents of agenda items' instead of 'recipients', for clarity, and providing for members to answer yes or no to this question, with an option to elaborate if they answer no
 - Change all of the follow-up questions to read "If you answered 'no' to any of the above, please elaborate..."

Moved/Seconded

That the General Faculties Council Executive Committee approve the 2019 General Faculties Council Member Survey, in the form provided to the Committee and with the requested amendments.

Carried**8. Acceptable Use of Electronic Resources and Information Policy**

Documentation for this item was circulated with the Agenda. Andrew Goddard presented this item.

Highlights:

- The proponent introduced the item, and provided some context highlighting some sections of the draft Acceptable Use of Electronic Resources and Information Policy
- During discussion, the Committee suggested that:
 - The purpose of the new policy be more clearly described
 - A diagram or table be added to the documentation going forward, clearly setting out how the three existing University policies (Acceptable Use of Information Assets Policy, Electronic Communications Policy, and Acceptable Use of Personal Information in Enterprise Information Systems Policy) are being consolidated into the new Acceptable Use of Electronic Resources and Information Policy
 - The tone of the new policy be softened to emphasise protection over policing
 - The briefing note be more explicit about the "privacy training" that the campus community is expected to take
 - The term "electronic resources" be more fully defined, in order to clarify what is regulated and controlled by the University

- In response to concerns raised by the President of the Faculty Association, the Committee recommended that the proponent delay bringing the draft policy to any more of the GFC standing committees until after an in-depth consultation with the Faculty Association has occurred

9. Review of the Draft February 14, 2019 GFC Agenda

The Committee reviewed the draft February 14, 2019 GFC Agenda.

In response to a question, the University Secretary indicated that the 2019-2020 GFC Elected Membership Distribution will be presented to the GFC for approval if required based on changes to Section 23 of the Post-Secondary Learning Act that are effective February 1, 2019.

10. 2019-2020 GFC Elected Membership Distribution

Documentation for this item was circulated with the Agenda. The Chair and Susan Belcher presented this item.

There were no questions.

11. Other Business

There was no other business.

12. Adjournment

Moved/Seconded

That the General Faculties Council Executive Committee adjourn the January 29, 2019 meeting.

Carried

The meeting was adjourned at 3:39 p.m.

Susan Belcher
University Secretary