

General Faculties Council  
**GFC EXECUTIVE COMMITTEE**  
Approved Minutes

Meeting 61  
April 30, 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  
Dennis Sumara  
Trevor Tombe  
Hussein Warsame

***Non-Voting Member***

Paul Rogers

***Secretary***

Susan Belcher

***Scribe***

Elizabeth Sjogren

***Regrets***

Tara Beattie  
Lesley Rigg

***Guests***

Andrew Goddard, Legal Counsel – present for Item 5

\* by telephone

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The Chair called the meeting to order at 2:00 p.m. and confirmed quorum.

**1. Approval of the Agenda**

The Agenda for the April 30, 2019 General Faculties Council Executive Committee meeting was approved by consensus.

**2. Remarks of the Chair and Vice-Chair**

The Chair included the following in his remarks:

- Demetrios Nicolaidis has been named the province's new Minister of Advanced Education
- Diane Kenyon is no longer the University's Vice-President (University Relations). The Executive Leadership Team is looking at potentially restructuring this portfolio, and an Interim Vice-President will not be named until the new structure is determined

- Elena Favaro, Vice-President (Academic), Graduate Students' Association, was thanked for her service on the Committee on this occasion of her last meeting

The Vice-Chair included the following in her remarks:

- Other ministerial appointments announced today include Tanya Fir as Minister of Economic Development, Trade and Tourism, and Leela Aheer as Minister of Culture, Multiculturalism and Status of Women
- The University is awaiting an announcement of who will be the new Deputy Minister of Advanced Education
- The University's faculty promotions committee has completed its work for this year, and 104 cases were considered
- A Comprehensive Academic and Research Universities (CARU) retreat will be held on May 2-3, 2019, and topics will include government transition and budgeting

### **3. Approval of the April 2, 2019 Meeting Minutes**

Documentation for this item was circulated with the Agenda.

<b>Moved/Seconded</b>
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That the Minutes of the General Faculties Council Executive Committee meeting held on April 2, 2019 be approved.
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<b>Carried</b>
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### **4. Appointment of Academic Staff Members to the Academic Staff Criteria and Processes Working Group**

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

The Vice-Chair reviewed the role of the Academic Staff Criteria and Processes Working Group, and then the Committee determined that the desired ratio for the current five appointments is two academic staff members of General Faculties Council (GFC) and three academic staff members at large.

The Committee named, in rank order, academic staff members to be approached by the University Secretariat to serve on the Academic Staff Criteria and Processes Working Group. The first five nominees to agree to serve will be deemed appointed by the Committee.

### **5. Acceptable Use of Electronic Resources and Information Policy**

Documentation for this item was circulated with the Agenda and distributed at the meeting. Andrew Goddard presented this item.

Highlights:

- The proponent reviewed the development of the Acceptable Use of Electronic Resources and Information Policy (the Policy), and noted that the Policy consolidates and streamlines several existing policies

- Discussion included that:
  - The Policy should clearly indicate whether burner cellphones used during employment-related international travel are considered to be an Electronic Resource subject to the Policy
  - People use their personal cellphones for personal and work activities, such as for e-mail, and the Policy should address this
  - Section 4.3 recognizes that some incidental personal use of Electronic Resources may occur, but the Policy should clearly state how many instances are permitted before a user is considered to be in contravention of the Policy
  - Sections 4.4 and 4.12 of the Policy reflect that the sharing of data and personal information with colleagues must be done in compliance with Tri-Council regulations
  - The tone of the current draft is significantly improved, but the phrase “non-compliance” could be used in place of “violation”
  - In addition to mitigating risks and ensuring the responsible use of Electronic Resources, the purpose of the Policy is to support the research and teaching missions of the University, and this could be stated in the Purpose section
  - Students living in Residence will be using their devices and connecting to the University’s wifi network, and so the Policy should clearly set out any exceptions for these students
  - The Advertising Policy that is currently in development should address what is considered to be authorised advertising material
  - The University has a domain name standard, which dictates when and how the University’s name may be used
  - Under section 4.19, suspected violations of the Policy by students will be reported to the University’s Protected Disclosure Advisor
  - Student Academic Misconduct (SAM) and Student Non-Academic Misconduct (SNAM) are related to this Policy if electronic resources are involved, and so the SAM and SNAM policies should be referred to in the Related Policies section
  - Members of the University community will need information on the penalties for non-compliance with this Policy
- The Chair noted that a revised draft of the Policy will be taken to the May 16, 2019 GFC meeting for discussion

## **6. Review of the Draft May 16, 2019 GFC Agenda**

The Committee reviewed the draft May 16, 2019 GFC Agenda.

## **7. Other Business**

There was no other business.

**8. Adjournment**

The April 30, 2019 General Faculties Council Executive Committee meeting was adjourned by consensus.

The meeting was adjourned at 2:54 p.m.

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Susan Belcher  
University Secretary