



Meeting #559

Thursday, October 15, 2015, 1:30 p.m.

Science Theatre 147

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***Voting Members***

E. Cannon, Chair  
D. Marshall, Vice-Chair  
S. Alexander  
R. Alhaji  
G. Assefa  
S. Barker  
T. Beattie  
B. Beaty  
B. Becker  
J. Bouchard  
D. Bruckner  
D. Cramb  
L. Dalgetty  
J. Dewald  
M. Drefs  
T. Gabriele  
S. Guscott

L. Harder  
J. Hatfield  
N. Hemati  
T. Hickerson  
S. Hoenle  
M. Jacobsen for D. Sumara  
V. Jones  
C. Klune  
M. Kolmatiski  
M. Konnert  
S. LeBlanc  
J.-R. Leblanc  
A. Levey  
B. Lewis  
C. Lind  
J. Lockyer  
C. Lowe  
D. MacDonald

E. McCauley  
S. McFarlane  
C. Mannion  
J. Meddings  
K. Milaney  
R. Newton  
L. Nilson  
A.-L. Norman  
N. Peters  
Q. Pittman  
N. Pollock-Ellwand  
S. Powelson  
S. Premji  
L. Rigg  
W. Rosehart  
A. Saweczko  
J. Sharma  
M. Shearer

R. Sigurdson  
J. Sparling  
L. Stawnychko  
E. Storey  
L. Taylor  
R. Thompson  
J. Tokarek  
J. Towers  
F. van der Hoorn  
W. D. Walls  
J. Watson Hamilton  
M. Webster  
R. Woodrow  
L. Young  
T. Zaman

***Guests***

N. Chick, University Chair in Teaching and Learning and Academic Director of the Taylor Institute for Teaching and Learning - present for item 13  
A. Jackson, Legal Counsel (Policy) - present for Item 14  
N. Kenny, member, Mental Health Task Force Working Group - present for Item 12  
E. Kurz, Academic Co-Chair, Teaching and Learning Committee - present for Items 11 and 17

***Observers***

M. Bogdan, Faculty Association  
D. Crowell, Associate Vice-President (Strategic Communications)  
M. Griffith, Provost's Office  
K. Jackson, General Counsel  
E. McLachlan, Vice-President (External), Graduate Students' Association  
C. McVie, Provost's Office  
F. Mayer, Gauntlet  
C. Tutt, Governance Coordinator, University Secretariat

***Secretary***

S. Belcher

***Scribe***

E. Sjogren

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The Chair of General Faculties Council (GFC) called the meeting to order at 1:33 p.m. and confirmed quorum.

The Chair welcomed recently-elected members of GFC to their first meeting, and introduced the following two new *ex officio* members: Lesley Rigg, Dean of the Faculty of Science, and Sheila LeBlanc, Director of Continuing Education.

## 1. Remarks of the Chair

The Chair included the following in her remarks:

- As the new provincial government becomes established, representatives of the University are working closely with government officials and personnel in the Ministry of Advanced Education, and talking about matters of shared import. The Minister of Advanced Education is Lori Sigurdson, and the Deputy Minister is Rod Skura. Members of government will be welcomed to campus when scheduling permits.
- The full provincial budget will be announced on October 27. The preliminary provincial budget announced in June returned some funding to the post-secondary sector for this year and next year, and so it is not anticipated that additional base funding will be announced in October. It is possible that the University may benefit from other funding announcements, such as infrastructure funding, that will help to increase access to the University.
- The provincial government is starting to review the post-secondary funding model, and information on this will be shared once it is known
- In regards to the upcoming federal election, there have been positive signals from all parties relating to post-secondary education, research, innovation, and the economy. The Chair will be attending a number of meetings in Ottawa next week, including with bureaucrats.
- In August, the University received an Excellence in Governance Award (Honourable Mention) from the Canadian Society of Corporate Secretaries

The Chair gave a PowerPoint presentation updating the members of GFC on achievements relating to the *Eyes High* strategy, and key priorities for the year ahead:

- The three foundational commitments of the *Eyes High* strategy include: 1) sharpening our focus on research and scholarship; 2) enriching the quality and breadth of learning; and 3) fully integrating the University with the community. There are 41 key performance indicators used to measure the University's progress toward these commitments. The University's Academic Plan, Strategic Research Plan, and other foundational plans are tied to the *Eyes High* strategy, and also have their own key performance indicators.
- The *Eyes High* strategy, Academic Plan, and Strategic Research Plan inform the University's Comprehensive Institution Plan, which then drives many institutional initiatives
- The University reports regularly on its progress toward its goals, such as through the annual Community Report
- Key achievements in 2014-2015 were highlighted:
  - Status as the #1 Young University in Canada, ranking #9 of young universities worldwide, and ranking #6 of top research universities in Canada
  - Being highly ranked for publications/citations per tenure and tenure-track faculty member
  - The naming of the O'Brien Institute for Public Health
  - Appointments of the first Teaching and Learning Chair and Canada Excellence Research Chair
  - Implementation of the Teaching and Learning Grants program

- Opening of the residences Aurora Hall and Crowsnest Hall
- Earning two workplace awards: being named as one of Alberta's top 70 employers in 2015, and being named as one of Canada's safest employers in 2015
- Increasing undergraduate awards by 9%
- Increasing international student enrolment by 6%
- Launching of the University District (formerly know at the West Campus)
- Raising a record breaking \$433,512 in support for the United Way Campaign
- Receiving \$351.9 million in sponsored research funding
- Three strategic research themes became active research strategies in 2015: New Earth Space Technologies, Human Dynamics in a Changing World, and Infections, Inflammation and Chronic Diseases in the Changing Environment
- Increasing the post-doctoral scholar population to 490, and research chairs to 161
- 124 new invention disclosures
- Celebration of the Faculty of Veterinary Medicine's 10<sup>th</sup> anniversary
- Launching the Advancing Canadian Wastewater Assets (ACWA) research partnership
- Opening the Energy Industry Training Program at the GRI-Beijing Research Energy Site
- Hosting the University's first Alumni Weekend
- Key priorities for 2015-2016 were outlined:
  - The University will hire 100 new faculty this year
  - Academic priorities:
    - Development of an Aboriginal Strategy
    - Ongoing improvements to the student experience
    - Implementation of the international student recruitment plan
    - Further piloting of the College of Discovery, Creation and Innovation
  - Research priorities:
    - Development of a clinical research strategy
    - Focus on increasing research capacity, especially through the Canada First Research Excellence Fund and the Canada Excellence Research Chair competition processes
    - Conceptualize an industrial liaison partnership program to increase research capacity
  - Finance and Services priorities:
    - Development of strategies to support a sustainable growth model
    - Continuing the identification of institutional risks and mitigation plans under the Enterprise Risk Management framework
    - Information Technologies (IT) stabilization program, including identifying key projects to support foundational IT services such as data management and storage
  - Development priorities:
    - Donor engagement
    - Online giving strategy
    - Launch of the \$1.3 billion *Energize Campaign*
  - University Relations priorities:
    - Continue planning events surrounding the University's 50<sup>th</sup> Anniversary, April 29, 2016
    - Development of a Community Engagement Plan
  - Facilities priorities:
    - Development of a 2015-2019 Institutional Sustainability Plan
    - Communication of a report on the University's Sustainability, Tracking, Assessment and Rating System (STARS) submission

- Development of a long range development plan for the main campus
  - Efforts will continue to review, update and strengthen University policies and procedures
  - A process will be developed for renewing the *Eyes High* strategy, which launched in 2011 and was a 5-year strategy. Various committees, GFC, and the Board of Governors will discuss the process, timeline and priorities for this.
- The University has achieved much and has many opportunities thanks to the commitment of faculty, staff, students and the community

## 2. Remarks of the Vice-Chair

The Vice-Chair included the following in her remarks:

- The University's budgeting process is underway, with units working on their individual budgets. A budget town hall will be held in November in order to keep the campus community updated on budget matters.
- In September 2012 the University opted out of the Access Copyright License, in part because the University did not agree with its tariff model. The University adopted many of the Association of Universities and Colleges in Canada's Fair Dealing Guidelines instead. The University's Copyright Office is following current developments relating to Access Copyright, which may impact the University. In the meantime, it is very important for people to follow copyright regulations.

## 3. Question Period

In response to questions, it was reported that:

- The Facilities unit is developing a landscaping plan for the Spring, and flower beds and other features will be in place in time for the University's 50<sup>th</sup> Anniversary celebrations. Any concerns about the campus' appearance can be communicated to Bart Becker, Vice-President (Facilities).
- The data from the last National Survey of Student Engagement (NSSE) is being analyzed. Faculties, with assistance from staff in the Educational Development Unit, are developing action plans resulting from their individual NSSE data. In addition, institutional-level improvements include the revamping of the Ombuds office, posting the exam schedule earlier, and improving the course schedule planning interface. The Provost's team is working hard to ensure a range of improvements to the student experience.

## 4. Safety Moment

Linda Dalgetty, Vice-President (Finance & Services), spoke to GFC on the subjects of phishing and changing computing account passwords.

## 5. Approval of the June 18, 2015 Meeting Minutes

Documentation for this item was circulated with the Agenda.

**Moved/Seconded**

That the Minutes of the General Faculties Council meeting held on June 18, 2015 be approved.

**Carried**

**6. Approval of the General Merit Committee (GMC) Slate of 8**

This item was withdrawn from the Agenda as it was not ready to proceed.

**7. Election of Two Academic Staff Members and Two Academic Staff Members in Reserve for the GMC**

This item was withdrawn from the Agenda as it was not ready to proceed.

**8. Election of Two Academic Staff Members to the Advisory Review Committee for the Vice-Provost (Libraries and Cultural Resources)**

The following two persons were elected to the Advisory Review Committee for the Vice-Provost (Libraries and Cultural Resources):

Mary O'Brien, Arts  
Peter Dawson, Arts

**9. Approval of the Academic Planning and Priorities Committee (APPC) 2015–2016 Work Plan**

Documentation for this item was circulated with the Agenda. Robert Thompson, Academic Co-Chair of the Academic Planning and Priorities Committee (APPC), presented this item. There were no questions.

**Moved/Seconded**

That the General Faculties Council (GFC) approve the Academic Planning and Priorities Committee (APPC) Work Plan for the 2015-2016 academic year, as set out in the document provided to the GFC, and as recommended by the APPC.

**Carried**

**10. Approval of the Research and Scholarship Committee 2015–2016 Work Plan**

Documentation for this item was circulated with the Agenda. Ed McCauley, Co-Chair of the Research and Scholarship Committee, presented this item. There were no questions.

**Moved/Seconded**

That the General Faculties Council (GFC) approve the Research and Scholarship Committee Work Plan for the 2015-2016 academic year, as set out in the document provided to the GFC.

**Carried**

**11. Approval of the Teaching and Learning Committee (TLC) 2015–2016 Work Plan**

Documentation for this item was circulated with the Agenda. Ebba Kurz, Academic Co-Chair of the Teaching and Learning Committee (TLC), presented this item. There were no questions.

**Moved/Seconded**

That the General Faculties Council (GFC) approve the Teaching and Learning Committee (TLC) Work Plan for the 2015-2016 academic year, as set out in the document provided to the GFC, and as recommended by the TLC.

**Carried****12. Recommendation of the Mental Health Strategy**

Documentation for this item was circulated with the Agenda. Dru Marshall, Provost and Vice-President (Academic), Debbie Bruckner, Chair of the Mental Health Task Force Working Group, and Natasha Kenny, member of the Mental Health Task Force Working Group, presented this item.

## Highlights:

- The Mental Health Task Force has created a vision and framework to optimize mental health at the University. The document has been revised since GFC discussed it at the June 18, 2015 meeting.
- Mental health is an institutional priority, and it is necessary to educate the campus community about this subject
- The framework includes six strategic foci:
  1. Raising awareness and promoting well-being;
  2. Developing resilience and self-management;
  3. Enhancing early identification and response;
  4. Providing direct service and support;
  5. Aligning institutional policies, processes and procedures; and
  6. Creating and sustaining a supportive campus environment.
- The document identifies the mental health-related policies, programs, and procedures currently in place, and speaks to enhancing and expanding these as well as developing other initiatives
- The Mental Health Strategy implementation committee will strategize a 4-5 year plan, and progress on the strategy will be reported to GFC and the Board of Governors each year.
- \$3 million has been allocated from the Provost's budget for the implementation of the Mental Health Strategy. Half of the funding will be spent on initiatives to benefit staff, and half will be spent on initiatives to benefit students. A Mental Health Coordinator will be hired.
- In response to questions, it was stated that:
  - Where the document describes the National College Assessment Survey results on pages 1 and 7, e.g. *"18% of students reported having been diagnosed or treated..."*, it is referring to the percentage of survey respondents
  - The Mental Health Task Force will consider initiatives relating to stress management
  - The Mental Health Strategy aims to address the stigma surrounding addiction and substance abuse, and this is part of educating the campus community. However, the document does not specifically reference stigma relating to addiction and substance abuse, but combines these with other forms of mental illness.
  - As awareness increases, it may be necessary to hire more counsellors

- The University will work closely with partner organizations in the broader community to ensure that students know where and how to access services
- The mental health of both staff and students is a priority for the institution, and so it is appropriate for significant resources to be directed to staff wellness. As the Mental Health Strategy is implemented, initiatives will be assessed to ensure that resources are being spent appropriately.
- The University is communicating with representatives from the Ministry of Advanced Education and the Ministry of Health about the prospect of receiving base funding for mental health initiatives

**Moved/Seconded**

That the General Faculties Council (GFC) recommend that the Board of Governors approve the Mental Health Strategy, as set out in the document provided to the GFC, and as recommended by the GFC Executive Committee.

**Carried**

**13. Approval of Addition of a New Category of Grant in the Teaching and Learning Grants Program: Lesson Study**

Documentation for this item was circulated with the Agenda. Lynn Taylor, Vice-Provost (Teaching and Learning), and Nancy Chick, University Chair in Teaching and Learning and Academic Director of the Taylor Institute for Teaching and Learning, presented this item.

The proponents reported that the proposed changes serve to fine tune the Teaching and Learning Grants Program, which has now gone through two cycles, and to add a Lesson Study stream of grants. The TLC reviewed the changes and is recommending the changes to GFC.

There were no questions.

**Moved/Seconded**

That the General Faculties Council (GFC) approve the amendments to the Teaching and Learning Grants Program, as recommended by the Teaching and Learning Committee, and as set out in the document provided to the GFC.

**Carried**

**14. Harassment Policy and Workplace Investigation Procedure**

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

Highlights:

- It was reported that the Approval Authority for the Harassment Policy is the Human Resources and Governance Committee of the Board of Governors, and the Approval Authority for the Workplace Investigate Procedure is the Vice-President (Finance & Services)
- In response to questions, it was stated that:

- The definition of “Harassment” in section 3(h) of the Policy is intended to read as written in the provided draft Policy: “... based on a Protected Ground; or ii) Personal Harassment”. It is “i” or “ii”, not “i” and “ii”.
- References to Campus Security in the Policy use the verbiage “may” and “will” because Campus Security’s involvement will differ depending on the situation and the risk
- The Policy does not mandate the reporting of harassment allegations. It is expected that judgement will be exercised as to when to submit a report.
- It is intended that cyber-bullying be included in the definition of harassment
- GFC suggested that:
  - Section 4.5(d) of the Policy be edited as there is a typo or a word missing: “*guidance through the process if the make a Complaint*”
  - The Policy writers and the Dean of the Faculty of Graduate Studies discuss section 4.6, and whether it is appropriate to include Graduate Program Directors in the list of persons who can be involved in discussions to resolve harassment concerns informally

**15. Report on the September 29, 2015 GFC Executive Committee (EC) Meeting and Report on Recent Appointments Made by the EC**

A report on the September 29, 2015 meeting of the GFC Executive Committee (EC), including a report on recent appointments made by the EC, was circulated with the Agenda.

The Chair reported that the draft EC Minutes will no longer be circulated to GFC, as discussed at the June GFC meeting and the September EC meeting. It is not good governance to circulate draft minutes, and so the EC will submit a report to GFC going forward in alignment with all other GFC committees. There were no questions.

**16. Report on the June 15 and September 14, 2015 APPC Meetings**

A report on the June 15 and September 14, 2015 meetings of the APPC was circulated with the Agenda. There were no questions.

**17. Report on the September 24, 2015 TLC Meeting**

A report on the September 24, 2015 meeting of the TLC was circulated with the Agenda. There were no questions.

**18. Report on the June 19, 2015 Board of Governors Meeting**

A report on the June 19, 2015 meeting of the Board of Governors was circulated with the Agenda. There were no questions.

**19. Enrolment Report**

Documentation for this item was circulated with the Agenda. Angelique Saweczko, Registrar, presented this item.

Highlights:



- The University's Fall 2015 enrolment is 30,900 students, which includes 24,409 undergraduate students, 5,974 graduate students, and 517 students in Qatar
- Enrolment is up slightly from Fall 2014
- There are 575 aboriginal students, which represents 1.9% of the overall student population
- There are 1,881 international undergraduate students (7.6% of the population), and 1,570 international graduate students (26.2% of the population). The top five countries of origin for international students are China, India, Iran, the United States, and Pakistan. The percentage of international graduate students exceeds the University's target for 2015, and the overall international target was almost met this year.
- The majority of Canadian students come from Alberta, followed by British Columbia and Ontario. Most of the Alberta students are from Calgary or the surrounding area.
- The number of high school applicants was up compared to Fall 2014 (+3%), while the number of transfer applicants was down (-4%)
- In response to a question, it was reported that gender-based statistics were not included in the Enrolment Report, but that this data could be provided upon request

**20. Approved Faculty Council Terms of Reference – Cumming School of Medicine, Faculty of Veterinary Medicine, and Werklund School of Education**

Documentation for this item was circulated with the Agenda.

A member of GFC voiced the following three concerns in relation to this item:

1. Quorum requirements was apparently the primary driver for this project. The Faculty Association has received legal opinions that indicate that the Alberta Interpretation Act's 50% rule for quorum is not applicable to Faculty Councils. Additionally, other Alberta institutions are not adopting the 50% rule for quorum, and the University should have asked the government for a ruling on this before going through the time-consuming process of developing new Terms of Reference.
2. The process for this project is questionable. Faculty members report being told that the use of the new Faculty Council Terms of Reference template is required, however its use was framed as optional when the Faculty Council Terms of Reference were presented to the EC.
3. That GFC gave away its authority to approve Faculty Council Terms of Reference to the EC.

The Vice-Chair, who also serves as the Chair of Deans' Council, reported that quorum requirements was not the only reason that Deans' Council decided to go forward with this project and that the need for a review and renewal of Faculty Council Terms of Reference has been identified for some time. At least one Faculty did not have clearly defined Faculty Council Terms of Reference, and a holistic review of Faculty Councils' Terms of Reference has not been undertaken for a number of years. Faculty Councils make important decisions, and so it was important to this cadre of Deans that they prioritize this matter.

The Chair reported that the University has done an analysis of the quorum requirements and that the University's General Counsel concurred with the analysis and the University's position on this. The Chair reported that the Faculty Association was previously invited to share the legal opinions they have and discuss this issue with management when it was raised at the EC and the Faculty Association has not done so. The invitation to do so stands.

The Chair observed that GFC has formally delegated to the EC the authority to approve Terms of Reference for any group over which GFC has authority, and so these Faculty Council Terms of Reference were properly approved. It was reported that the EC discussed at length its role and authority in reviewing and approving the Faculty Council Terms of Reference and balancing this with a respect for Faculties' independence in developing their individual Terms of Reference.

The University Secretary noted that other post-secondaries are aware of, and have discussed the quorum requirements, and these other universities are either in compliance with the quorum rule or are dealing with it as they think appropriate.

Two GFC members reported that the review and renewal of their Terms of Reference and the clarity of the new Terms of Reference were welcomed by their Faculties.

In response to questions, it was reported that:

- The Terms of Reference of Faculty Councils are public documents, and Faculties should be contacted directly for the existing documents
- In addition to the three Faculty Council Terms of Reference already approved, the other Faculties will be bringing new Terms of Reference forward for approval throughout this academic year
- The EC has determined that it is appropriate for a Faculty Council to decide for itself if and how students should be included as members of the Faculty Council, and that the individuality and autonomy of Faculties should be respected in this regard
- Two of the three Faculties to bring forward Faculty Council Terms of Reference in September opted to strike a Faculty Council Committee, which mirrors the responsibilities and membership of the Faculty Council but has a different quorum requirement

## **21. Policy Development Update**

A document setting out the current status of policies moving through the Policy Development Process was circulated with the Agenda, for information only.

## **22. Other Business**

There was no other business.

## **23. Motion to Adjourn**

### **Moved/Seconded**

That General Faculties Council adjourn the October 15, 2015 meeting.

**Carried**

The meeting was adjourned at 3:38 p.m.