



UNIVERSITY OF
CALGARY

GENERAL FACULTIES COUNCIL

Approved Minutes

Meeting #566

Thursday, June 23, 2016, 1:30-4:30 p.m.

Science Theatre 147

Voting Members

E. Cannon, Chair	L. Doepel	C. Laing	J. Sparling
D. Marshall, Vice-Chair	P. Doyle-Baker	S. LeBlanc	D. Sumara
M. Abalos	M. Drefs	A. Levey	D. Tapp
A. Abdelhafiz	M. Foley	C. Lind	Z. Tasnim
A. Afshar	T. Gabriele	J. Lockyer	L. Taylor
S. Alexander	S. Grewal	A. Lunz	C. Teskey
S. Barker	S. Guscott	L. McCoy	R. Thompson
T. Beattie	L. Harder	S. McFarlane	S. Toor
B. Beaty	C. Henderson	C. Mannion	F. van der Hoorn
J. Beaudoin	T. Hickerson	R. Newton	R. Wallace
B. Becker	S. Hoenle	A. Nygren for W. Rosehart	W.D. Walls
J. Bergerson	I. Holloway	Q. Pittman	J. Watson Hamilton
J. Bouchard	S. Hossack	S. Powelson	S. Weaver
B. Brar	V. Jones	J. Revington	P. Werthner
L. Cowe Falls	D. Kenyon	J. Reynolds for E. McCauley	I. Winchester
L. Dalgetty	C. Knight	A. Saweczko	R. Woodrow
J. Dewald	V. Kuriachan	J. Sieppert	J. Yan
	P. Kusalik	R. Sigurdson	L. Young

Guests

C. Emery, Academic Co-Chair, Research and Scholarship Committee – present for Items 18 and 19
A. Jackson, Legal Counsel – present for Items 10 and 11
E. Kurz, Academic Co-Chair, Teaching and Learning Committee – present for Items 20 and 21
J. Ruwanpura, Vice-Provost (International) – present for Item 12

Observers

D. Crowell, Associate Vice-President (Strategic Communications)
X.Y. Fang, Graduate Students' Association
K. Jackson, University General Counsel
K. McQuillan, Deputy Provost
S. Miller, Faculty Association
S. Strasser, Gauntlet
C. Tutt, Governance Coordinator, University Secretariat

Secretary

S. Belcher

Scribe

E. Sjogren

The Chair called the meeting to order at 1:31 p.m. and confirmed quorum.

1. Remarks of the Chair

The Chair included the following in her remarks:

- Retiring members of General Faculties Council (GFC) were acknowledged for their service
- Convocation ceremonies were held earlier this month for all of the Faculties and for Continuing Education. The Native Centre also hosted a graduation banquet and pow-wow to honour the University's convocating Aboriginal students.
- The 2016 Congress of the Humanities and Social Sciences was held on campus from May 28 to June 3. Feedback from those attending and the Chair of the Federation was very positive, and Bart Beaty, Faculty of Arts, was recognised for his efforts as academic convenor of the event.
- The University received its detailed budget letter from the provincial government last week, and the University's budget will be brought for approval by the Board of Governors (BG) at tomorrow's BG meeting
- The University's salary disclosure 'sunshine list' will be released on June 30, 2016
- The University has submitted eight proposals to the federal Post-Secondary Institutions Strategic Investment Fund, and it will be known next month if any of these infrastructure projects will be funded
- Minister of Science Kirsty Duncan has announced that David Naylor, former President of the University of Toronto, will lead a review of the federal government's support for fundamental science, including a review of the Tri-Council. The report will be delivered in the Fall.
- Minister of Innovation, Science, and Economic Development Navdeep Bains has announced the process for the development of a federal innovation strategy. Workshops and forums will be held between now and September, and then an action plan will be developed in the Fall.
- A campus town hall will be held tomorrow, June 24, 2016. Topics of discussion will include the University's budget, the Information Technologies (IT) issues, and the salary disclosure 'sunshine list'

2. Remarks of the Vice-Chair

The Vice-Chair included the following in her remarks:

- The budget letter from the provincial government indicates that the University will receive the promised 2% increase to the Campus Alberta grant, increased funding for infrastructure maintenance, and backfill funding for the 2016-2017 tuition freeze. The provincial government will also continue to fund mental health programming for students. The University is still analysing the impact of the new provincial carbon levy, and it is not known at this time how this will impact the University's budget.
- The trial for the Access Copyright lawsuit against York University reached the closing arguments phase yesterday. The education sector is watching this trial closely, as it is the first serious test of fair-dealing guidelines. In 2017-2018, the federal government will review the Copyright Act and institutions will be given opportunity to provide feedback. Members of the campus community are reminded to submit their course materials to the University's Copyright Office for review.

3. Question Period

Current practice of not noting the names of movers and seconders in minutes

The Chair reported that, following a question at the May 19, 2016 GFC meeting, the GFC Executive Committee (EC) discussed the current practice of not noting the names of movers and seconders in the minutes of GFC and GFC standing committees meetings, and agreed that the current practice should be continued; however, the EC expressed that, going forward, these sorts of changes to practice should be presented to GFC prior to implementation.

Report on the recent malware incident

Linda Dalgetty, Vice-President (Finance and Services), reported that:

- On May 28, 2016 it was discovered that the University's IT systems had been encrypted by ransomware, and the Microsoft Exchange e-mail and Skype for Business were shut down. The University only had seven days to pay the ransom, and did so in order to mitigate the risk of data loss.
- The University has cyber insurance which covers this incident
- Following the shut down of the Microsoft Exchange e-mail, IT transferred approximately 9000 members of the campus community to Office 365 e-mail. This migration was completed by June 3, 2016, and it is expected that access to older e-mails within the Exchange database will be restored by August.
- There are thousands of unmanaged devices that connect to the University's network domain. Unmanaged devices are not administered by IT, and may not have current virus protection or regular data backup processes. This risk must be mitigated, and so, effective July 1, 2016, unmanaged devices will not be permitted to connect to the University's network servers and printers. Unmanaged devices will still be able to connect to applications such as webmail, Desire2Learn, the University's webpages, and the wireless 'airuc secure'.
- Members of the campus community will be able to request to have their devices (desktops and laptops) converted to managed. An IT request form will be made available on July 3, 2016 and it is expected that all unmanaged PC devices will be converted by August 3, 2016.

In response to questions and comments, it was reported that:

- Mac computers will be eligible to be managed by IT in the future, but not until the University has been certified by Apple. It is hoped that this certification will be achieved later this summer.
- It is acknowledged that IT support has received negative feedback in the past, and that IT must improve its support to the campus community
- The University chose to go public about this incident, in part, because a number of people received the ransom message and so knowledge of the incident was already widespread
- Student devices do not access the managed domain, and so will not be impacted by the new access rules
- Personal home computers will be considered to be unmanaged devices

- The University is going to make changes to the authentication process for remote access to computers and servers, in order to increase security. Information on this will be communicated through the UToday publication and the IT website.
- If members of the campus community have questions about computer access, they should contact IT

4. Safety Moment

Lesley Rigg, Dean of the Faculty of Science, spoke to GFC on the topic of skin protection and sunscreen.

5. Approval of the May 19, 2016 Meeting Minutes

Documentation for this item was circulated with the Agenda. An amendment to the minutes was requested.

Moved/Seconded

That the Minutes of the General Faculties Council meeting held on May 19, 2016 be approved, with the requested amendment.

Carried

6. Election of Two Academic Staff Members to the Advisory Review Committee for the Dean of the Faculty of Graduate Studies

Documentation for this item was circulated with the Agenda. The following academic staff members were elected:

Lawrence Harder, Faculty of Science
Sarah McFarlane, Faculty of Medicine

7. Election of Two Academic Staff Members to the Advisory Review Committee for the Vice-Provost (Student Experience)

Documentation for this item was circulated with the Agenda. The following academic staff members were elected:

Cindy Graham, Faculty of Science
Tina Gabriele, Faculty of Kinesiology

8. Approval of Revisions to the University of Calgary Teaching Awards Program

Documentation for this item was circulated with the Agenda. Lynn Taylor, Vice-Provost (Teaching and Learning), presented this item.

The proponent reviewed the proposed amendments to the University of Calgary Teaching Awards Program. There were no questions.

Moved/Seconded

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

Carried**9. Approval of the Institutional Framework for Credit Certificates and Diplomas**

Documentation for this item was circulated with the Agenda. Lynn Taylor, Vice-Provost (Teaching and Learning), presented this item.

Highlights:

- The proponent reported that the proposed framework applies to certificates and diplomas that carry academic credit, and that the framework serves to clearly set out current practices as well as introduce a new embedded certificate credential. It is intended that the framework will guide the development of future credentials.
- In response to questions, it was reported that:
 - Courses toward an embedded certificate can be taken as part of a student's regular course load
 - The revenue sharing formula for most certificates and diplomas is an 80% Faculty and 20% central tuition split, however the formula for embedded certificates is not yet determined
 - Individual course credit may be transferred to and from other institutions, but a certificate or diploma is a credential that is awarded by a university and a partially-completed credential cannot be transferred and completed at another institution

Moved/Seconded

That the General Faculties Council (GFC) approve the University of Calgary Credit Certificate and Diploma Framework, in the form provided to the GFC, and as recommended by the Academic Planning and Priorities Committee.

Carried**10. Code of Conduct Procedures**

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

Highlights:

- The proponent reported that provincial legislation requires that public institutions have a Code of Conduct and procedures for disclosing conflict of interest. Conflict of interest is defined in the legislation.
- The proponent further reported that the draft procedures relating to the University's Code of Conduct (the Procedure for Conflict of Interest and the Procedure for Managing the Employment

of Related Persons) have been discussed by a number of bodies, including GFC's Academic Planning and Priorities Committee

- A member of GFC stated that the Faculty Association has concerns about the draft procedures because it is perceived that some elements violate the Collective Agreement with the Faculty Association. The grievance process will be initiated, and a Memorandum of Agreement may be needed.
- The proponent indicated that effort was made to remove any clauses that overlap with the Collective Agreement with the Faculty Association, but noted that procedures that apply to everyone (academic staff members, appointees, employees, and researchers), particularly with respect to disclosing conflicts, are needed
- Members of GFC observed that it will be necessary to communicate clearly with graduate and undergraduate students during the implementation phase, as students have multiple roles and in cases when they are employees they will be held to these procedures
- Members of GFC suggested that:
 - The role of "manager" should be defined
 - Even though it creates duplication, some definitions from the Code of Conduct could be put into the procedure documents, for clarity
 - Clauses 4.3, 4.4, 4.5, 4.25 and 4.26 of the Procedure for Conflict of Interest refer to different aspects of an academic staff member's potential conflict of interest (e.g. with respect to outside professional activity or research), and these could be reworded or combined for clarity
- The Chair indicated that the Code of Conduct procedures will return to GFC in the Fall

11. Interim Sexual Violence Protocol

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

Highlights:

- The proponent reported that a student-to-student sexual violence policy is currently in development, but an interim protocol is needed so that members of the campus community have information on resources to contact in the event of sexual violence incidents
- In response to questions, the proponent indicated that:
 - The protocol document will be made widely available, including on the University's webpage and the SU Wellness Centre webpage
 - While the protocol document is targeted to students and those assisting students, the contact information on the document is useful to all persons
- GFC offered the following suggestions:
 - Because it is important to clearly communicate options for 24/7 assistance, the telephone numbers for the Distress Centre and the Calgary Sexual Assault Response Team should be made more prominent on the document

- The reference to the Calgary STI Clinic should specifically indicate that it is located “...on the 5th floor of the Sheldon Chumir Health Centre”
- Font size and colours should be reconsidered in order to make the document more readable
- The document could be titled “Sexual Violence **Response** Protocol”

12. International Strategy Update

Documentation for this item was circulated with the Agenda. Dru Marshall, Provost and Vice-President (Academic), and Janaka Ruwanpura, Vice-Provost (International), presented this item.

Highlights:

- The proponents reminded GFC that the International Strategy has four goals: 1) to increase the diversity of campus communities; 2) to improve cross-cultural competencies and that 50% of students will have an international experience before they graduate; 3) to enhance international research and education partnerships; and 4) to leverage expertise to engage in international development
- The proponents reviewed data showing progress toward these goals, including:
 - In 2015, the University exceeded its target of a 25% international graduate student population, and nearly met its target of a 10% international undergraduate student population
 - The top five countries of origin for international students in 2015 were China, India, Iran, the United States, and Pakistan
 - Research output from international collaborations has increased steadily
 - Examples of relatively new strategic partnerships include an agreement with the Mexican Ministry of Foreign Affairs to encourage co-operation between Mexican higher education institutions and the University, and agreements with the University of Bath and Lancaster University to explore opportunities for collaboration
- In response to questions, the proponents reported that:
 - The current economy is impacting study abroad programs, but the University has introduced new funding for these programs and so it is expected that participation will increase
 - The International Strategy names 6 countries/regions of emphasis (China, Germany, Mexico, the Middle East, Tanzania, and the United States) and 13 countries/regions of interest (Australia, Brazil, France, Spain, the United Kingdom, India, Japan, Malaysia, Singapore, South Korea, Thailand, Vietnam, and Norway)
 - The student data includes visa students and does not include permanent residents
 - All known student international experiences are counted in the data, not just University-organized courses and activities. Graduate student experiences are different from undergraduate student experiences, and so the definition of “international experience” could be broadened. Conference attendance is not counted.

- A member of GFC observed that there is a significant contingent of international post-doctoral scholars, and the work of post-doctoral scholars often has an international component, and so this could be incorporated into future reporting on the International Strategy

13. Student Experience Update

Documentation for this item was circulated with the Agenda. Dru Marshall, Provost and Vice-President (Academic), and Lynn Taylor, Vice-Provost (Teaching and Learning), presented this item.

Highlights:

- The proponents reported that, as the University begins to renew the *Eyes High* Strategic Direction, it is important to consider current student experiences and how these have changed under *Eyes High*. The four key areas of focus are 1) academic success; 2) co-curricular experiences; 3) student support; and 4) student wellness.
- The proponents reviewed several composite case studies in order to highlight a variety of data and current programs and services: a local undergraduate student, an international undergraduate student, a high achieving undergraduate student, an academically at risk undergraduate student, a Master's graduate student, and a doctoral graduate student
- In response to a question, it was reported that many of the University's student survey scores have been improving, and it is expected that the 2017 National Survey of Student Experience will also show improvement in several areas. It was cautioned that the design of the Macleans magazine ranking instrument makes comparison to peer universities difficult.

14. Report on the June 14, 2016 GFC Executive Committee (EC) Meeting and Report on Recent Appointments Made by the EC

A report on the June 14, 2016 meeting of the EC, and a report setting out recent appointments made by the EC, were circulated with the Agenda. There were no questions.

15. Annual Report of the EC

The Annual Report of the EC was circulated with the Agenda. There were no questions.

16. Report on the May 16, 2016 and June 13, 2016 Academic Planning and Priorities Committee (APPC) Meetings

A report on the May 16, 2016 and June 13, 2016 meetings of the APPC was circulated with the Agenda. There were no questions.

17. Annual Report of the APPC

The Annual Report of the APPC was circulated with the Agenda. There were no questions.

18. Report on the May 24, 2016 Research and Scholarship Committee (RSC) Meeting

A report on the May 24, 2016 meeting of the RSC was circulated with the Agenda. There were no questions.

19. Annual Report of the RSC

The Annual Report of the RSC was circulated with the Agenda. There were no questions.

20. Report on the May 25, 2016 Teaching and Learning Committee (TLC) Meeting

A report on the May 25, 2016 meeting of the TLC was circulated with the Agenda. There were no questions.

21. Annual Report of the TLC

The Annual Report of the TLC was circulated with the Agenda. There were no questions.

22. Report on the May 26, 2016 Senate Meeting

A report on the May 26, 2016 meeting of the Senate was circulated with the Agenda. There were no questions.

23. Approved Faculty Council Terms of Reference for the Faculty of Kinesiology and Faculty of Law

The Faculty Council Terms of Reference for the Faculty of Kinesiology and the Faculty of Law, approved by the EC on June 14, 2016, were circulated with the Agenda.

A member of GFC expressed disappointment that the student societies within the Faculties, rather than the Students' Union, appoint the student representatives on these Faculty Councils, and indicated the intention to revisit this matter the next time the Terms of Reference are reviewed.

24. Policy Development Update

A report on the policies and procedures moving through the development process was circulated with the Agenda, for information only.

25. Other Business

There was no other business.

26. Adjournment

Moved/Seconded

That the General Faculties Council adjourn the June 23, 2016 meeting.

Carried

The meeting was adjourned at 3:50 p.m.

Susan Belcher
University Secretary