![University of Calgary logo]

GENERAL FACULTIES COUNCIL
Approved Minutes

Meeting #567
Thursday, October 13, 2016, 1:30-4:30 p.m.   Kinesiology B 126

Voting Members

E. Cannon, Chair	T. Gabriele	S. McFarlane	M. Shearer
D. Marshall, Vice-Chair	M. Ghaderi Debkordi	C. Mannion	R. Sigurdson
A. Abdelhafiz	S. Grewal	C. Martini	S. Sirianni
A. Afshar	S. Guscott	J. Meddings	D. Tapp
S. Alexander	T. Hickerson	M. Migotti	Z. Tasnim
B. Barton	S. Hoenle	T. Miller	L. Taylor
T. Beattie	C. Hurrell	A. Offenbecker	R. Thompson
J. Beaudoin	M. Hynes	N. Peters	J. Towers
B. Becker	J. Jenkins	N. Pollock-Ellwand	T. Truong
S. Boysen	V. Jones	S. Premji	R. Wallace
D. Bruckner	D. Kenyon	L. Radtke	W.D. Walls
S. Chalhoub	M. Konnert	C. Reveen	H. Warsame
D. Cramb	R. Kremer	J. Revington	J. Watson Hamilton
L. Dalgetty	P. Kusalik	J. Reynolds	P. Werthner
R. Ellaway	C. Lind	L. Rigg	R. Woodrow
S. Friesen for D. Sumara	J. Lockyer	P. Rogers	J. Yan
P. Friedrichsen	A. Lunz	W. Rosehart	L. Young
	L. McCoy	A. Saweczko	

Guests
S. Barrick, Co-Chair of the Graduate Scholar Executive Committee – present for Item 18
B. Evelyn, Vice-Provost (Planning and Resource Allocation) – present for Item 16
J. Ferrabee, University Architect – present for Item 14
A. Jackson, Legal Counsel – present for Item 12
E. Kurz, Academic Co-Chair of the Teaching and Learning Committee – present for Items 8 and 23
V. Rendell, Director of Academic Relations – present for Item 13

Observers
M. Bogdan, Faculty Association
X.Y. Fang, Graduate Students' Association
K. Jackson, University General Counsel
C. Johns, Senior Director, Academic and International Strategies
J. Polivchuk, Policy Analyst, Students' Union
S. Strasser, Gauntlet
C. Tutt, Governance Coordinator, University Secretariat
T. Wong, Management and Professional Staff

Secretary
S. Belcher

Scribe
E. Sjogren

The Chair called the meeting to order at 1:32 p.m. and confirmed quorum.

1.   **Remarks of the Chair**

The Chair made the following opening remarks:

- General Faculties Council (GFC) members were welcomed to the first GFC meeting of the 2016-2017 meeting year. John Reynolds, Acting Vice-President (Research), was formally introduced to the members of GFC.

- The federal government recently made announcements of Canada First Research Excellence Fund (CFREF) and Strategic Infrastructure Fund (SIF) funding, and the University received a $75 million CFREF grant for the project *Global Research Initiative in Sustainable Low Carbon Unconventional Resources* and $78 million for eight SIF projects

- Federal Minister of Science Kirsty Duncan was on campus yesterday to announce a new Canada Excellence Research Chair competition. Eleven awards will be made, and the applications will be due in the Spring of 2017. The University may submit two nominations.

- Federal Minister of Veteran Affairs Kent Hehr, on behalf of the Minister of Science, is coming to campus tomorrow to announce support for the 2016 Vanier Graduate Scholarship recipients and Banting Post-Doctoral Fellowship recipients

- Five academic staff members have been named as 2016 Fellows of the Royal Society of Canada: Susan Bennett, Faculty of Arts, Christian Bok, Faculty of Arts, Lawrence Harder, Faculty of Science, Rangaraj Rangayyan, Schulich School of Engineering, and Nigel Shrive, Schulich School of Engineering. Two academic staff members have been named as 2016 members of the College of New Scholars of the Royal Society of Canada: Charlene Elliott, Faculty of Arts, and Eric Smith, Cumming School of Medicine.

- University Professor Emerita Linda Fedigan was appointed a Member of the Order of Canada in June 2016

- The provincial government will soon make an announcement regarding whether the freeze on post-secondary tuition will continue. The provincial government has been reviewing how the post-secondary system is funded, and so there may be some communication about that soon also.

- A review of the province's agencies, boards and commissions is underway, and this will in the future include a review of post-secondary governance. It has been announced that the four Alberta Innovates corporations are being consolidated into one corporation effective November 2016.

- The federal government has an innovation agenda, and there is an ongoing review of federal funding for fundamental science, which could lead to increases in funding for the Tri-Council. Canada has not kept pace with its peer countries with respect to investing in research and education, and so the University and others are making arguments in support of increased funding.

- On October 7, 2016, the Court rendered a decision dismissing the injunction application filed by the Students' Union (SU) in respect of MacEwan Hall. As a result, the University will assume the management of MacEwan Hall effective October 17, 2016. After operating expenses are deducted, revenues from the third party vendors in MacEwan Hall will be used for student initiatives.

The Chair included the following in her annual address to GFC:

- The University's Academic Plan and Strategic Research Plan contain metrics by which the University can measure its progress toward achieving the goals in the plans and the overarching *Eyes High* strategic direction

- Examples of achievements to date in delivering on the University's goals include:

    o Being ranked the #1 Young University in Canada and North America by the Times Higher Education (THE) and Quacquarelli Symonds (QS) ranking systems

    o Having entered the Top 200 in the QS and THE overall World University Rankings

    o Being ranked the #6 research university in Canada for sponsored research funding

    o Being named one of Alberta's top 70 employers in 2015 and 2016

    o Having celebrated the University's 50th Anniversary on April 29, 2016

    o Launching the Campus Mental Health Strategy and Institutional Sustainability Strategy

    o Rolling out five of the University's six strategic research themes

- The University's reporting mechanisms include the annual Community Report

- Because the University's 50th Anniversary has passed, the University is no longer considered a young university

- Examples of key priorities as the University moves ahead include:

    o Completing the Indigenous Strategy, Office of Diversity, Equity & Protected Disclosure Strategy, and Alumni Engagement Strategy

    o Piloting the College of Discovery, Creativity and Innovation

    o Developing a strategy to enhance the impact of the Strategic Research Plan

    o Refining industrial liaison partnerships to increase research capacity

    o Developing the Information Technologies (IT) Stabilization Program

    o Completing the main campus Long-Range Development Plan

    o Continuing to develop or update key University policies and procedures

- Members of the campus community are thanked for everything that they do to contribute to the success of the University

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

The Vice-Chair, included the following in her remarks:

- The University's 50th Anniversary will be celebrated throughout the year, and the Energizing *Eyes High* initiative will lead to a new University strategic direction, Academic Plan, and Research Plan by the end of 2017. There will be numerous opportunities for members of the campus community to be engaged in the development of these.

- Many instructors have been diligent in taking their course materials to the Copyright Office for review, and others are encouraged to do so too. It is important also to consult the Copyright Office about the use of music, as, depending on the use, it may be necessary to pay license fees.

- The Province's Post-Secondary Learning Act (PSLA) has been opened. When this happened, it was expected that the review would be limited to defining essential services and the right to strike, and so it was surprising when the government announced that the consultation would include broader issues such as collective bargaining. The University has formed a team to look at this, and submissions are due to the government next week. The Faculty Association and the Graduate Students' Association are also preparing submissions, and the Comprehensive Academic and Research Institutions of Alberta are making a group submission. The University highly values its shared governance system (GFC and the Board of Governors (BG)), and will work to protect the GFC.

- As part of the consultation process for the development of the University's Indigenous Strategy, an on-campus Stakeholder Dialogue event will be held on November 4, 2016. Consultation will continue through the coming months, and the Indigenous Strategy will be brought to GFC for approval before the end of the academic year.

- Budget planning continues, with units budgeting for a decrease of 2%

- The Sexual Violence Policy is moving through the consultation process, and will be brought to the GFC soon for discussion

3.   Question Period

There were no questions.

4.   Safety Moment

Documentation for this item was circulated with the Agenda. Stephan Guscott, President of the Students' Union, spoke on the topic of cybersecurity awareness and safety.

5.   Approval of the June 23, 2016 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 23, 2016 be approved.
Carried

6.   Approval of the 2016-2017 Academic Planning and Priorities Committee (APPC) Work Plan

Documentation for this item was circulated with the Agenda. Robert Thompson, Academic Co-Chair of the APPC, was present to answer questions. There were no questions.

Moved/Seconded

That the General Faculties Council (GFC) approve the Academic Planning and Priorities Committee (APPC) Work Plan for the 2016-2017 academic year, in the form provided to the GFC, and as recommended by the APPC.
Carried

7.   Approval of the 2016-2017 Research and Scholarship Committee (RSC) Work Plan

Documentation for this item was circulated with the Agenda. John Reynolds, Co-Chair of the RSC, was present to answer questions. There were no questions.

Moved/Seconded

That the General Faculties Council (GFC) approve the Research and Scholarship Committee (RSC) Work Plan for the 2016-2017 academic year, in the form provided to the GFC, and as recommended by the RSC.

Carried

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8.   Approval of the 2016-2017 Teaching and Learning Committee (TLC) Work Plan

Documentation for this item was circulated with the Agenda. Ebba Kurz, Academic Co-Chair of the TLC, was present to answer questions. There were no questions.

Moved/Seconded

That the General Faculties Council (GFC) approve the Teaching and Learning Committee (TLC) Work Plan for the 2016-2017 academic year, in the form provided to the GFC, and as recommended by the TLC.

Carried

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9.   Approval of the 2016-2017 GFC Executive Committee (EC) Work Plan

Documentation for this item was circulated with the Agenda. Elizabeth Cannon, Chair of the EC, was present to answer questions. There were no questions.

Moved/Seconded

That the General Faculties Council (GFC) approve the GFC Executive Committee (EC) Work Plan for the 2016-2017 academic year, in the form provided to the GFC, and as recommended by the EC.

Carried

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

Documentation for this item was circulated with the Agenda.

The Chair reviewed the composition of the membership of the GMC.

Moved/Seconded

That the General Faculties Council approve the 2016 General Merit Committee Slate of Eight, as follows:

Clifton Cunningham, Faculty of Science
Susan Graham, Faculty of Arts
Raj Mehta, Schulich School of Engineering
Amanda O'Rae, Faculty of Nursing (non-professorial appointee)
Shahirose Premji, Faculty of Nursing
David Proud, Cumming School of Medicine
Brenda Spencer, Werklund School of Education
Jonnette Watson Hamilton, Faculty of Law

Carried

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

The following two persons were elected to serve:

Patricia Doyle Baker, Kinesiology
Hussein Warsame, Business

The following two persons were elected as reserve members:

Susan Bennett, Arts
Jim Stallard, Science

12.   Procedure for Conflict of Interest and Procedure for Managing the Employment of Related Persons

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

Highlights:

- The proponent reviewed the revisions to the documents, and reported that this is the last time that the GFC will see these documents before they are approved by the Vice-President (Finance and Services)

- The President of the Faculty Association informed the GFC that the Faculty Association still has concerns about these procedure documents, including that they are seen to violate or potentially violate the Collective Agreement with the Faculty Association (CA). For example, the requirement of an academic staff member to develop a conflict management plan is effectively a term of employment, and writing this into University procedure requires the involvement of the Faculty Association. In addition, the Faculty Association noted that the consultation plan changed as this item has progressed, with some groups seemingly added to the consultation process as an afterthought.

- The proponent reported that some of the Faulty Association's objections have been registered through a formal grievance, and will be dealt with through that process

- The Chair invited the President of the Faculty Association to present the Faculty Association's concerns to the GFC, and these are summarized as follows:
  - o The Faculty Association's concerns expressed to date have not been reflected in the current drafts
    - ▪ The proponent reported that the drafting team did make some revisions based on feedback received, but that it did not make some of the revisions to the documents suggested previously during the consultation period because it was not in agreement with these. There is fundamental difference of opinion as to whether the procedures represent terms and conditions of employment.

  Procedure for Conflict of Interest

  - o Clauses 4.8 and 4.9 of the Procedure for Conflict of Interest (COI) are potentially in conflict with the CA. If there is a conflict between the Dean and the academic staff member, the Dean's authority cannot be delegated without the approval of the Provost and the Faculty Association (CA 28.3.e).
  - o The procedure set out in clause 4.11 of the Conflict of Interest (COI) Procedure refers to when a Dean has a conflict of interest with a matter being assessed. This clause makes it such that the procedure for dealing with conflict of interest is different depending on whether the person in conflict is a Dean or an academic staff member, and the processes to be followed are not clear.
    - ▪ The proponent clarified that clause 4.11 speaks to when there is conflict of interest as defined in the Code of Conduct, not when there is conflict of a personal nature (i.e. poor relationship). If the Dean has a conflict of interest as defined, the matter being assessed will be referred up to a higher authority (i.e. the Provost).
  - o Clause 4.26 of the COI Procedure provides the Vice-President (Research) the authority to set additional standards for conflict of interest related to research, and it is not good to give this discretionary power without checks and balances in place. The procedure should specify what regulations the Vice-President (Research) will be referring to when making judgements.
    - ▪ The proponent reported that this authority is within the Vice-President (Research)'s existing role. It is expected that research will have higher standards for COI, and that the Vice-President (Research) will be referring to regulations such as those of the Tri-Council. Because it is not intended to limit the Vice-President (Research)'s authority, this wording will be considered before the procedure is finalised as there may be a way to accommodate this concern without limiting the Vice-President (Research).

  Procedure for Managing the Employment of Related Persons

  - o Clause 4.5 of the Procedure for Managing the Employment of Related Persons (MERP) is inaccurate in its reference to the Appointment, Promotion and Tenure (APT) Manual. The appointment procedures in the APT Manual only apply to the appointment of sessionals, and the tenure and promotion procedure for academic staff are covered by the CA.
    - ▪ The proponent indicated that this clause would be reworded to include "where applicable"
  - o Clauses 4.9-4.11 of the Procedure for MERP are not clear about what will happen if a conflict exists between an academic staff member and a Dean. The Faculty Association can become involved if there is a conflict involving an academic staff member, because it is about managing employment.

- ▪ The proponent noted at this point that these clauses speak to the fact that a reporting relationship between related persons is not allowed. Adding language referring to the Faculty Association's involvement in some circumstances will be considered.

  o The Faculty Association uses broader than strictly legal definitions relating to COI

  - ▪ The definitions used in the Procedure for COI are taken from provincial statute. Once the procedure is approved, a companion document and website will be produced to add clarity to the definitions.

- In response to a question, the proponent reported that a "person who is directly associated with an individual" (Procedure for COI clause 3.i.iii) includes someone who is akin to related but not related, such as an ex-spouse

- In response to an example of perceived conflict of interest given by a GFC member as when individuals co-author papers together and then serve on committees together, and the need for guidance on how situations like this should be handled, the proponent indicated that the Purpose statement in the Procedure for COI speaks to additional COI obligations and refers readers to applicable Terms of Reference. When in doubt, Faculties or Departments can seek advice from the procedure's implementation authority.

- In response to a question, it was reported that clause 4.4 of the Procedure for MERP (that an individual cannot take part in the hiring process when a related person has applied) is in place to protect the individual

13.   Procedure for Adding an Academic Appointment to a Senior Leadership Team Position

Documentation for this item was circulated with the Agenda. Valerie Rendell, Director of Academic Relations, and Dru Marshall, Provost and Vice-President (Academic), were present for this item.

Highlights:
- The proponents reported that it is advantageous, in some instances, to offer an academic position when hiring a senior administrator, and that a Procedure for Adding an Academic Appointment to a Senior Leadership Team (SLT) Position is required in order to ensure that there is adequate assessment for offering the academic appointment

- In response to a question as to whether the applicant is involved in the process for adding an academic appointment, it was reported that discussions are held between the President and the applicant if it is a Provost being hired, and that discussions are held between the Provost and the applicant if it is another SLT position being filled

- In response to a question as to whether the destination Department will have any say in the offering of the academic position, it was reported that the drafting team did not contemplate the Department's role in the process. It was stated that text incorporating the role of a destination Department in the procedure will be considered.

- It was reported that the procedure will return to the GFC for approval in November

14.   Long Range Development Plan and Consultation Report Draft

Documentation for this item was circulated with the Agenda. Bart Becker, Vice-President (Facilities), and Jane Ferrabee, University Architect), were present for this item.

Highlights:

- The proponents reviewed the process through which the main campus Long Range Development Plan (LRDP) was developed, including the consultation process

- The proponents reviewed the four main frameworks within the LRDP: 1) development areas and open spaces, 2) pedestrian and bicycle pathways, 3) public, transit, and service vehicle roadways and parking systems, and 4) development area uses (such as academic and research, athletics, residential, and mixed use)

- A member of the GFC noted that the development along Collegiate Road is the Kinesiology Research Park and should be coded as a research facility rather than athletics. The presenters agreed to change this on the LRDP diagram.

- The GFC discussed the need for the pedestrian system to be attentive to the needs of people with disabilities or loss of sight. The presenters explained that, when the time comes to design specific changes to the pathways, these levels of detail will be considered, but agreed that text should be added to clarify that the LRDP will address this.

- The GFC was encouraged to explore the Campus Forward website, which presents information on the LRDP process and feedback received to date

- In response to a question, the proponents explained that the purpose of the LRDP is to follow essential planning principles and anticipate the University's future development sites, so that future development decisions are made in the context of a well-considered plan

- The Chair reported that the LRDP will return to the GFC in December for recommendation by GFC for Board approval

15.   **Enrolment Report**

Angelique Saweczko, Registrar, gave a presentation reporting on Fall 2016 enrolment.

Highlights:

- The presenter reported that last year was a year of recruitment and admission changes for the University. Representatives of the University visit all Calgary and area high schools at least once each year, and the University offers registration workshops and scholarship workshops. There are also campus tours and a campus open house to help educate about study at the University.

- The presenter then reviewed the statistics in the enrolment report

- The GFC discussed the targeting of certain high schools with scholarship workshops, and was reminded that there is a minimum grade average for a student to be eligible for a scholarship. It was reported that financial aid is completely different from scholarships, and that information on financial aid is disseminated later in the enrolment process.

- In response to a question as to whether there is active recruitment of aboriginal students into STEM (science, technology, engineering and math) areas, it was reported that the University is looking at aboriginal student enrolment

- The Vice-Chair indicated that a report on the implementation of the International Strategy (including student recruitment) will come forward this year. It was emphasised that, as the overall student population increases, this will impact the proportion of international students. Programs like the International Foundation Program and collaborative degree programs are ramping up this year, which will increase the international student population.

16.   Energizing *Eyes High* Update

Bruce Evelyn, Vice-Provost (Planning and Resource Allocation) and member of the Energizing *Eyes High* Secretariat, gave a presentation reporting on the Energizing *Eyes High* initiative.

Highlights:

- The presenter reviewed the dashboard of statistics showing participation in Energizing *Eyes High* activities and events to date

- The *Eyes High* Secretariat set targets for engagement, and these have almost been met already

- The initiative has five areas of focus, which are reflected in the surveys and focus groups: Teaching and Learning, Research and Scholarship, Community Engagement, Campus Culture, and Student Experience

- Positive feedback on the focus group events is being received, and members of the campus community are encouraged to participate in these

- In addition to the surveys and focus group events, engagement can be through weekly polls, social media interactions, a roving booth, and other options

- In response to a question, the presenter explained that the statistics track undergraduate and graduate student participation, but do not specify discipline or year of study

- The Chair thanked everyone who has participated to date, as it is important for many voices to be heard as the University prepares to develop its next strategy

- The presenter indicated that members of the *Eyes High* Secretariat will update the GFC regularly on the Energising *Eyes High* process

17.   IT Status Update

Linda Dalgetty, Vice-President (Finance and Services), and Jerome Beaudoin, Chief Information Officer, gave a presentation updating the members of GFC on the recent IT systems issues and changes.

Highlights:

- The presenters defined malware as "software used to disrupt computer operations, gather sensitive information, gain access to private computer systems, or display unwanted advertising, and includes viruses, worms, ransomware, spyware and other malicious programs"

- The malware event in May 2016 brought to light the University's vulnerabilities, such as the significant number of unmanaged laptops and desktops with full network access and that the VPN remote access system does not have the level of security that it needs. In the time since the event, the University has adopted processes and tools to reduce its vulnerabilities.

- Many unmanaged PC and Mac laptops and desktops have been moved over and are now managed by IT, but many unmanaged devices remain. There are also a number of unmanaged servers. IT is working to identify all of the unmanaged machines and servers, and encouraging voluntary conversions.

- An IT Operating Standard for managed and unmanaged machines is in development

- If not managed by IT, machines will be redirected by a security checkpoint, and will not have access to the University's managed domain including managed file servers and managed network printers

- Users can aid in protecting the University by being careful not to click on suspicious links, not embedding links in e-mails that redirect to the University login page, not downloading unsupported software, and changing their passwords regularly

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

    o Phones and iPads are not included as managed devices as they do not access the secure network structure

    o Macs are becoming increasingly vulnerable to malware

    o Phishing for information is getting more sophisticated

    o It is recognized that flexibility is reduced when a machine becomes managed by IT, and that there are impacts to users' day-to-day work when they cannot update their software on their own. IT is working to strike a balance between enabling users while mitigating risk.

    o Users can phone the IT Service Centre or complete the online form in order to request that their machine be converted to being managed. The turnaround once a user submits the request should be 3-5 days.

18.   Graduate College Pilot Project: Year 1 Annual Report

Documentation for this item was circulated with the Agenda. Robert Thompson, Chair of the Graduate College Steering Committee, and Simon Barrick, Co-Chair of the Graduate Scholar Executive Committee, were present to answer questions for this item.

There were no questions.

19.   Student-at-Risk Policy Annual Report for 2015-2016

Documentation for this item was circulated with the Agenda. Debbie Bruckner, Senior Director, Student Wellness, Access and Support, presented this item.

Highlights:

- The presenter reviewed the 2015-2016 annual report on the number and nature of cases referred to the Student-at-Risk Team under the Student-at-Risk Policy, and highlighted the differences between the 2015-2016 report and the previous year's report

- In response to a question, it was reported that information on bystander intervention and trainings could be included in next year's report

20.   Report on the September 27, 2016 GFC Executive Committee Meeting

A report on the September 27, 2016 meeting of the EC was circulated with the Agenda. Elizabeth Cannon, Chair of the EC, was present for this item. There were no questions.

21.   **Report on the September 12, 2016 and October 3, 2016 Academic Planning and Priorities Committee Meetings**

A report on the September 12, 2016 and October 3, 2016 meetings of the APPC was circulated with the Agenda. Robert Thompson, Academic Co-Chair of the APPC, was present for this item. There were no questions.

22.   **Report on the September 20, 2016 Research and Scholarship Committee Meeting**

A report on the September 20, 2016 meeting of the RSC was circulated with the Agenda. John Reynolds, Co-Chair of the RSC, was present for this item. There were no questions.

23.   **Report on the September 22, 2016 Teaching and Learning Committee Meeting**

A report on the September 22, 2016 meeting of the TLC was circulated with the Agenda. Ebba Kurz, Academic Co-Chair of the TLC, was present for this item. There were no questions.

24.   **GFC Student Academic Appeals Committee Annual Report for 2015-2016**

The 2015-2016 annual report of the GFC Student Academic Appeals Committee was circulated with the Agenda. Susan Belcher, Secretary to GFC, was present for this item. There were no questions.

25.   **Policy Development Update**

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

26.   **Other Business**

There was no other business.

27.   **Adjournment**

The October 13, 2016 General Faculties Council meeting was adjourned by consensus.

The meeting was adjourned at 3:55 p.m.