



Voting Members

E. McCauley, Chair	J. Gotta	M. O'Brien	R. Sigurdson
D. Marshall, Vice-Chair	C. Graham for L. Rigg	D. Paskevich	D. Sinasac
M. Abdelsamie	B. Halawa	R. Peters	D. Slater
O. Alp	W. Hartwell	Q. Pittman	D. Souraya
S. Barker	D. Hodgins	J. Rabi	T. Tombe
T. Beattie	M. Hynes	L. Radtke	J. Towers
J. Bergerson	M. Iskander	S. Raj	H. Warsame
I. Brodie	F. Jalilehvand	R. Ramdhaney	J. Watson Hamilton
E. Burgess	J. Jenkins	M. Reid	S. Weaver
C. Cho	S. LeBlanc	J. Revington	P. Werthner
K. Dang	J. Lock	P. Rogers	B. Wylant
G. East	K. Lukowiak	W. Rosehart	R. Yates
S. Eaton	B. Maini	M. Sahota	S. Zarezadeh
S. Franceschet	M. Mansouri	A. Saweczko	
P. Gimby	B. Miao	H. Schaetzel for B. Singh	

Guests

- D. Book, Legal Counsel – present for Item 7
 - A. Goddard, Legal Counsel – present for Item 8
 - K. Jackson, General Counsel – present for Item 8
 - J. Ruwanpura, Vice-Provost (International) – present for Item 10
 - R. Thompson, Associate Vice-President (Research) – present for Item 9
-

Observers

- S. Ally, Students' Union
- J. Krygier, Faculty Association
- C. Johns, Senior Director, Academic and International Strategies
- S. Kozak, Management and Professional Staff
- C. McVie, Provost's Office
- P. Reicher, Associate Vice-President (Communications)
- F. Strzelczyk, Deputy Provost

Secretary

S. Belcher

Scribe

E. Sjogren

The Chair called the meeting to order at 1:36 p.m. and confirmed quorum.

1. Conflict of Interest Declaration

No conflicts were declared.

2. Remarks of the Chair

The Chair included the following in his remarks:

- Mohamed Abdelsamie, Vice-President (Academic), Graduate Students' Association (GSA), Basem Halawa, Vice-President (Student Life), GSA, Kevin Dang, Vice-President (Academic), Students' Union (SU) and several of the SU Faculty representatives were welcomed to their first General Faculties Council (GFC) meeting. Warren Hartwell, Management and Professional Staff (MaPS) representative, was acknowledged on this occasion of his last GFC meeting.
- A number of awards and funding announcements have recently been celebrated, including the SU's Teaching Excellence Awards, the University's Internationalization Achievement Awards, and the opening of the School of Architecture, Planning and Landscape's City Building Design Lab downtown. Also, Glenda MacQueen gave the Senate's 2019 Lecture of a Lifetime on May 2, 2019.
- Parvus Therapeutics, led by Pere Santamaria, Cumming School of Medicine, recently signed a significant licensing and collaboration agreement which will support major nanomedicine clinical trials around the world
- The new provincial Minister of Advanced Education is Demetrios Nicolaides, who is an alumnus of the University and a former SU Vice-President (Academic). Several Deputy Ministers have been re-appointed, including Rod Skura as Deputy Minister of Advanced Education. Representatives of the University will continue to meet with representatives of the provincial government about a variety of matters.
- Experiential Learning and Work Integrated Learning continue to be priorities for the University, and there are opportunities at the municipal, provincial and federal levels for placements and investment
- GFC discussed the University's National Awareness Program (NAP) at its last meeting, and the NAP team has been considering the useful feedback received at that meeting

3. Remarks of the Vice-Chair

The Vice-Chair included the following in her remarks:

- The newly-elected provincial government has established a panel to review the government's expenditures, and it is expected that the provincial budget will not be announced until after the panel's report in September. An austerity budget is anticipated, and the University may not receive the 2% increase in funding that was previously announced. The University has planned for several scenarios, and will take time to make strategic decisions as necessary.
- Initiatives with Calgary Economic Development and other academic partners in Calgary will be announced soon

4. Question Period

In response to questions submitted in advance of the meeting about the recent test of the University's desktop emergency alert system, it was reported that the University only has the capability to send the alert to managed devices, and that the test was used to determine if the system was working effectively, how many devices are registered, how many devices were connected to the network at the time of the test, how many users acknowledged the alert and in what amount of time within the 30-minute window, and the results by type of operating system. Members were reminded that the University has several communication channels for emergency alerts, including the emergency app which is not limited to managed devices. It was explained that the alert was visible for only 30 minutes because an alert usually relates to an urgent situation that requires immediate action, and that if an event were to continue past the original alert, new alerts would be delivered.

5. Safety Moment

Documentation for this item was circulated with the Agenda. The Chair referred members to the document "International Travel" and emphasised the importance of registering with the University's Travel Registration System and the Government of Canada.

6. Approval of the April 18, 2019 Meeting Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Minutes of the General Faculties Council meeting held on April 18, 2019 be approved.

Carried

7. Approval of the Student Academic Misconduct Policy and Procedure

Documentation for this item was circulated with the Agenda. Susan Barker, Vice-Provost (Student Experience), and Deborah Book, Legal Counsel, presented this item.

Highlights:

- The proponents reported that the Student Academic Misconduct Policy and Procedure convert existing regulations into policy and procedure, and that this work is part of the University's efforts to foster academic integrity
- The GFC discussed:
 - The meaning of "unauthorised assistance", and whether it is permissible for students to seek feedback from peers and mentors as academics do. The proponents observed that some courses will have group projects, and some will have strictly individual projects, and that the course outline should make clear the level of collaboration that is allowed. The proponents indicated that, if in doubt, students should ask their instructor whether any collaboration is permitted.

- Whether having someone edit one's work should be considered gaining assistance, as basic editing is different from writing on another's behalf. It was suggested that the policy's definition of plagiarism make clear whether editing by another is permitted.
- That the use of online editing and writing services should be explicitly prohibited by the policy, if that is what is intended. It was also observed, however, that the general wording 'unauthorized assistance' is appreciated as some actions by students, or actions that will become possible in the future, cannot be predicted.
- Whether putting the onus on students to determine what actions are allowed is reasonable, and whether the responsibility should be on the instructors to set unambiguous parameters
- That graduate students receive feedback from instructors, mentors, and others on their research projects, and that it should be made clear what conversations are permitted relating to course work
- Permitted actions should be written in a course outline, because in an appeal situation 'what the instructor intended' is not sufficient
- Some Faculties have guidelines for how a Dean or delegate addresses academic misconduct, and it was suggested that these Faculty guidelines could be referenced in the Related Operating Standards section of the policy
- That promoting a culture of academic integrity will enable students to behave conscientiously
- In response to questions it was reported that:
 - The Student Handbook on Academic Integrity is in development and will be made available for the Fall 2019 term
 - Once the policy and procedure are approved, effort will be made to standardize Faculty procedures and trainings will be offered
 - Section 4.26 of the procedure states that the transcript will be withheld during the appeals process, but a transcript will be produced in some instances such as for student loan purposes

Moved/Seconded

That the General Faculties Council (GFC) approve the Student Academic Misconduct Policy and the Student Academic Misconduct Procedure, in the forms provided to the GFC.

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

Documentation for this item was circulated with the Agenda. Karen Jackson, General Counsel, and Andrew Goddard, Legal Counsel, presented this item.

Highlights:

- The proponents reported that the Acceptable Use of Electronic Resources and Information Policy consolidates and streamlines three existing policies and aligns with the University's Information Assets Management Policy. The proponents then reviewed the development of the policy, and highlighted some content.

- The GFC discussed that:
 - The reference to “academic freedom” in the Scope section acknowledges Article 6 of the Collective Agreement with the Faculty Association. It was suggested that, since postdoctoral scholars are not covered by this particular Collective Agreement, the reference to postdoctoral scholars should either be removed or the section revised and a reference to the academic freedom of graduate students also be added. It was noted that academic freedom is a complicated concept and careful thought needs to go into the writing of this section.
 - Section 4.11 of the policy speaks to the need to securely send information to an address external to the University, including the personal information described in sections 2.12 and 4.13
 - The Intellectual Property Policy should be included as a link in the Related Policies section
 - The protection of devices, through encryption and other means, needs to be considered, and content relating to this may need to be added to the policy
- In response to questions, it was reported that:
 - Section 4.2 of the policy is a reminder that individuals must act in accordance with all University policies, procedures, employment agreements, collective agreements and all laws. This includes the University’s Privacy Policy and Code of Conduct, and Alberta’s Freedom of Information and Protection of Privacy Act.
 - Training and the signing of an oath of confidentiality should happen before an individual is given access to electronic resources
 - Unauthorised advertising material includes advertising for a personal business, and the advertising of University initiatives is allowed. It was suggested that it be made clear that student clubs advertising created using the University’s electronic resources is permitted.
 - The University might own the systems upon which data is stored, but individuals own their own information and the University has limited access to this
 - Instructors should not need to access all of a student’s personal information. The privacy awareness training referred to in section 4.14 of the policy is for certain users only.
- The Chair noted that the approval authority for this policy is Karen Jackson, the University’s General Counsel

9. **2019-2022 Comprehensive Institutional Plan (CIP): Goals, Priority Initiatives & Expected Outcomes**

- **Appendix B: Enrolment Plan and Proposed Programming Changes**
- **Appendix C: Research, Applied Research and Scholarly Activities**
- **Appendix D: Underrepresented Learners**
- **Appendix E: Community Initiatives and Regional Stewardship**
- **Appendix F: Government Priorities: Sexual Violence Prevention and Student Mental Health**
- **Appendix G: Internationalization**

Documentation for this item was circulated with the Agenda. Dru Marshall, Provost and Vice-President (Academic), presented this item. Also in attendance to assist with questions was Robert Thompson, Associate Vice-President (Research).

Highlights:

- The proponent reminded the GFC that the Comprehensive Institutional Plan (CIP) is a three-year plan which is submitted annually, that the CIP is written with the provincial government as the intended audience, and that the provincial government provides a template and guidelines for the CIP. The proponent noted that revisions to the CIP might be required by the newly-elected provincial government.
- The proponent highlighted the changes in the 2019 CIP, including the incorporation of the appendices 'Underrepresented Learners', 'Community Initiatives and Regional Stewardship' and 'Government Priorities'. The proponent noted that the Government Priorities appendix focuses on sexual violence prevention and student mental health initiatives.
- The proponent reported that extensive consultation is underway, and noted that some sections of the CIP (the financial and capital appendices) are within the purview of the Board of Governors
- The GFC then discussed the CIP item section by section:

Main Chapter: Goals, Priority Initiatives and Expected Outcomes

- The GFC has approved metrics for the *Eyes High* Strategy, the Academic Plan, and the Research Plan, and these metrics are matched up to some of the goals in the CIP. Some of the metrics don't match well to the CIP content because the CIP is written according to the government's template and guidelines.
- It was suggested that section 5.4 (goals for expanding facilities) could reference the Interdisciplinary Science and Innovation Centre and Matheson Hall, both currently in development
- It was observed that broad consultation during the planning of renovations and new construction is important

Appendix B: Enrolment Plan and Proposed Programming Changes

- The proponent reported that the University's enrolment targets are above the provincial targets, and noted that this appendix must list all programs that are in development or expected to begin development
- There was no discussion

Appendix C: Research, Applied Research and Scholarly Activities

- It was reported that this appendix is structured according to provincial guidelines, and that the content ties to the four provincial outcomes (Economic Diversification and Job Creation, Environmental Stewardship and Climate Leadership, Effective Resource Management, and Engaged Individuals and Communities for a Healthy Alberta). New to this appendix is content speaking to innovation targets.
- In response to a question, it was confirmed that the section title "Effective Resource Management" is the provincial priority name. The meaning of the word 'resource' was discussed, and it was suggested that reference to energy resources in this appendix could specifically identify oil and gas.

Appendix D: Underrepresented Learners

- The origin and meaning of the name of the Vitruvian Space, which is a multi-purpose space in the Dining Centre for prayer, meditation, and other activities related to spiritual health and well-being, was discussed

Appendix E: Community Initiatives and Regional Stewardship

- There was no discussion

Appendix F: Government Priorities: Sexual Violence Prevention and Student Mental Health

- There was no discussion

Appendix G: Internationalization

- In response to a question, the proponent indicated that the University does not believe that its internationalization targets are too high, and that the provincial government's processes should enable internationalization
- The proponent reported that this item will return to the June 13, 2019 GFC meeting for recommendation to the Board of Governors. The Board of Governors approves the entire CIP.

10. International Strategy Update

Janaka Ruwanpura, Vice-Provost (International), presented this item.

Highlights:

- The presenter reviewed a variety of statistics showing the progress toward the four goals of the 2013 International Strategy:
 - Increase the diversity of campus communities
 - Improve global and cross-cultural competencies within campus communities
 - Enhance opportunities for international collaborations and partnerships in research and education
 - Leverage unique areas of expertise to engage in international development
- It was reported that the renewal process for the International Strategy will soon begin
- In response to questions, it was reported that:
 - Because the University's international students population is diverse, the University is not severely impacted when issues in one particular area arise, such as Saudi Arabia's recall of its students in 2018
 - The University has a relatively low number of undergraduate students from the United States (U.S.) for reasons such as opportunities within the U.S. market. It was noted that the University is expanding efforts to recruit from this area.
 - The statistic setting out the number of international faculty members (holding a degree obtained outside Canada) does not include in the tally international postdoctoral experience
 - Informal collaborative research and exchange partnerships are not included in the data presented. The University is looking into ways to formalize these efforts, such as through memoranda of understanding, in order to have a record of these.

11. Standing Reports

Documentation for this item was circulated with the Agenda, and there were no questions:

- a) Report on the April 30, 2019 GFC Executive Committee Meeting
- b) Report on the April 15 and May 6, 2019 Academic Planning and Priorities Committee Meetings
- c) Report on the April 23, 2019 Research and Scholarship Committee Meeting
- d) Report on the April 25, 2019 Teaching and Learning Committee Meeting
- e) Policy Development Update

12. Other Business

There was no other business.

13. Adjournment

The May 16, 2019 General Faculties Council meeting was adjourned by consensus.

The meeting was adjourned at 3:19 p.m.

Susan Belcher
University Secretary