



Monday, May 2, 2016

3:00 p.m. in W646

- Present:** M. Mahon (Chair), R. Adkin, H. Babb, D. Balderson, B. Boudreau, J. Byrne, C. Ciona, C. Cooper, P. Esau, L. Escobar, J. Graham, A. Hakin, M. Hawkins, C. Horbachewski, C. Howey, E. Jing, E. Jurkowski, D. Kaminski, L. Kennedy, J. Lapadat, C. Loewen, S. Malla, R. Marynowski, C. Nicol, J. Nugent, E. Okine, D. Olsen, W. Osborn, A. Predoi-Cross, J. Sheriff, A. Siaroff, T. Spagnolo, M. Stingl, S. Thomas, P. Visentin, J. Vokey, N. Walker, E. Wasiak, C. Williams, R. Yalamova
- Regrets:** YJ Bao, J. Bocksnick, R. Boére, L. Brown, S. Bubel, A. Burke, M. Collins, J. Copeland, M. Gale, P. Ghazalian, C. Hosgood, L. Jacobs, S. Kennedy, A. Khan, B. Lee, M. Lindsay, C. Malacrida, A. Martin, J. McGinley, M. Nugent, D. O'Donnell, M. Pijl Zieber, S. Parmar, J. Poulsen, J. Prestie, J. Sanders, P. Wilson, R. Wood, J. Youngdahl
- Other:** J. Gallais, V. Grisack, H. Mirau, J. Preyde

### 1. APPROVAL OF AGENDA

MOTION: gfc.2016.05.01  
Jurkowski/Williams

*That the Agenda for GFC Meeting #510 held Monday, May 2, 2016 be approved.*

Motion: Carried

### 2. APPROVAL OF MINUTES

MOTION: gfc.2016.05.02  
Williams/Jurkowski

*That the Minutes for GFC Meeting #509 held Monday, April 4, 2016 be approved.*

Motion: Carried

### 3. PRESIDENT'S REPORT

M. Mahon reported:

- M. Mahon officially welcomed the new student representatives
- An orientation for new and returning members will take place in September with a reception to follow

- Thank you and congratulations were given to all faculty for another successful semester! As this could be the last GFC meeting of the year, an additional thank you went to those members whose GFC terms end June 30/16.
- Destination Project - official ground breaking is planned for May 24. The government has allocated \$248 million + the \$12 million already received to the project.
- With regards to the Budget, we are still waiting for final numbers. Government officials will be here on Friday to announce Mental Health funding of \$600,000.
- Congratulations were given – The Board recently approved the reappointment of A. Hakin as Provost & Vice-President (Academic) for a term beginning July 1, 2017, and the appointment of C. Nicol as University Librarian beginning July 1, 2016.
- Board Chair Update - the appointment process is still underway. M. Mahon is spending lots of time speaking with the minister to get this process moving.
- Universities Canada (UC) & CIS (M. Mahon is Chair) Board meetings in Toronto last week. UC talked about low percentages of women in university leadership. Only 20% of Canadian universities have female presidents. The numbers improve at the Vice President and Dean levels but not much.
- Meetings in Ottawa two weeks ago:
  - Lawrence Hanson, ADM, Science and Technology – they met about the review of tri-council funding mechanisms and how that might evolve.
  - Helene Laurendeau, DM Indigenous & Northern Affairs Canada, Paula Isaak, ADM, Education and Social Development Programs and Partnerships, Francoise Ducros, Senior ADM, Policy and Strategic Direction
- The Board recently approved revisions to the Harassment & Discrimination Policy as well as the new Sexual Violence Policy, which reinforces the University's commitment to providing an environment in which sexual violence is not tolerated and which promotes an 'only with consent' campus culture. The policy and website identify resources and supports available to the University community. We will use the next year for follow up on consultation on how we can refine the process.
- 2016 SPARK Teaching Symposium held last week on campus (April 28-29).
- Congratulations on the newly appointed Tier 1 and Tier 2 Board of Governors Research Chairs. There were 6 chairs announced with some reappointments as well as brand new appointments being made.
- Congrats to Jean Harrowing who will be one of 100 nurses to receive a Centennial Award from the College of Registered Nurses of Alberta as the organization celebrates its 100th year.
- UofL is presenting Marmie Hess, who is a long time U of L supporter, with a key to the University on the occasion of her 100th birthday!
- FNMI Alumni & Friends Reception at Kainai High School tomorrow with M. Mahon and C. Horbachewski attending.
- Wednesday, May 4 - Annual Long Service Awards – M. Mahon encouraged members to come celebrate employee achievements with co-workers.
- Japan Trip May 8-19; tours/meetings with Meio University who is interested in a partnership agreement, Gakushuin Women's College with whom we are having a signing ceremony for Dual Degree Agreement so that in 5 or 6 years they can receive

a degree from both institutions, and Hokkai Gakuen to celebrate 35 years of exchanges.

- Annual Paul Lewis Retirees Luncheon **will be on** May 25, followed by a presentation by Erasmus Okine, Vice-President (Research).
- The President encouraged faculty and staff to attend the Convocation Ceremonies.
  - FNMI Mini Pow Wow - Wednesday, June 1 Students' Union Ballrooms. This year we will start Convocation with the FNMI celebration instead of finishing with it.
  - Convocation June 2 & 3; celebrate the successes of our student medalist, faculty/staff award winners and honorary degree recipients at the Chancellor's dinner on June 2.

#### 4. QUESTION PERIOD

- D. Olsen asked about the Japan trip and if we are looking to mirror faculty or student exchanges with the new agreement. M. Mahon stated that we look at both as well as research at the institution. We are looking to have multipronged relationships with our institutional partnerships in the future.
- C. Williams – With regards to the tri-council review, are they reviewing all the changes in the architecture that the previous Conservative government made? M. Mahon replied that Christy Duncan, the Minister of Science has indicated that Canada is 16<sup>th</sup> in OACD now and would like to get us back to being 3<sup>rd</sup> in the world. That is a tall order. They are trying to focus on architecture and less on 3<sup>rd</sup> place, as well as are the existing funding mechanisms still the correct ones and are they working. They are also looking at CFI and CRC to see if they all still have the right structure. M. Mahon's sense is that they are not trying to downsize but actually upsize but with what funding model going forward is still unclear.
- J. Byrne – He is speaking and representing Masters/PhD foreign students' supervisors with regards to tuition fees. It costs more to bring students in from the developing world. Is there any grant money for faculty supervising foreign students? A. Hakin in Dean Wood's absence answered that fees charged are to address the real costs of bringing these students to the U of L.
- J. Graham – How do we find exchange partnerships that have synergies with us? M. Mahon replied that it can start with one of our faculty that has a relationship with someone at another institution. For example, Meio approached our institution wanting to establish a relationship with us. Sometimes a partnership develops if what kind of research they are doing gels with ours. We now have a nicely articulated strategy for international partnerships. J. Graham asked if the President's Office would be open to a pitch from a department or faculty to establish a relationship. M. Mahon answered yes and then the channel of the engagement is then dependent on focus of institution. The engagement could happen through the research office, faculty or department. The costs associated with a partnership can be big.

#### 5. ITEMS FOR ACTION

##### 5.1. Appointment of Student Members

MOTION: gfc.2016.05.03  
Hakin/Marynowski

*That General Faculties Council (GFC) approves the appointed student members below to GFC for terms ending on April 30, 2017.*

***APPOINTED UNDERGRADUATE STUDENT MEMBERS (Nominated by Students' Union) [8] Section 25 & GFC Bylaws – (GFC Appoints)***

<i>Student (Arts and Science)</i>	<i>Cody Ciona</i>	<i>April 30, 2017</i>
<i>Student (Arts and Science)</i>	<i>Sandeep Parmar</i>	<i>April 30, 2017</i>
<i>Student (Arts and Science)</i>	<i>Michael Gale</i>	<i>April 30, 2017</i>
<i>Student (Fine Arts)</i>	<i>Monica Collins</i>	<i>April 30, 2017</i>
<i>Student (Management)</i>	<i>Royal Adkin</i>	<i>April 30, 2017</i>
<i>Student (Management)</i>	<i>Jordie Prestie</i>	<i>April 30, 2017</i>
<i>Student (Education)</i>	<i>Jillian McGinley</i>	<i>April 30, 2017</i>
<i>Student (Health Sciences)</i>	<i>Aini Khan</i>	<i>April 30, 2017</i>

***APPOINTED GRADUATE STUDENT MEMBER (Nominated by Graduate Students Association) [2] Section 25 & GFC Bylaws – (GFC Appoints)***

<i>Graduate Student</i>	<i>Aileen Burke</i>	<i>April 30, 2017</i>
<i>Graduate Student</i>	<i>Paul Esau</i>	<i>April 30, 2017</i>

Motion: Carried

5.2. GFC Nominations Committee

MOTION: gfc.2016.05.04  
Siaroff/Olsen

*That GFC approve the slate of nominees below to fill committee vacancies.*

***GFC Aboriginal Education Committee***

*Janice Victor (July 1, 2016 to June 30, 2018)*

***GFC Academic Quality Assurance Committee***

*Tom Johnston (July 1, 2016 to June 30, 2017)*

*Peter Visentin (July 1, 2016 to June 30, 2019)*

***GFC Convocation Committee***

*David Scott (July 1, 2016 to June 30, 2018)*

***GFC Curriculum Coordinating Committee***

*Chris Hopkinson (July 1, 2016 to June 30, 2018)*

***GFC Undergraduate Student Discipline***

*Alternate – Dawn McBride (July 1, 2016 to June 30, 2018)*

***GFC Graduate Student Discipline***

*Alternate – Dawn McBride (July 1, 2016 to June 30, 2018)*

***GFC Grade Appeal Committee***

*Elaine Greidanus (July 1, 2016 to June 30, 2018)*

***GFC Travel Committee***

*Carol Williams (July 1, 2016 to June 30, 2018)*

Motion: Carried

A. Siaroff updated the council on the vacancies. We did not fill the Faculty Handbook Appeals Committee because the committee doesn't meet until next year and there may be changes to its structure. Due to the early retirement program, we will probably have to come back to council to fill more vacancies so we will staff that committee then. A. Hakin stated that 18 members applied and were approved for early retirement.

5.3. Comprehensive Institutional Plan 2016/17 – 2017/18

MOTION: gfc.2016.05.05

Hakin/Jurkowski

*That GFC approve the academic and research components of the University of Lethbridge Comprehensive Institutional Plan 2016/17 – 2018/19.*

Motion: Carried

The Comprehensive Institutional Plan (CIP) is a reporting requirement of government. GFC approves the research and academic portions of the CIP and we have already seen parts of the budget at the last meeting. A. Hakin recognized J. Preyde and H. Mirau for all of their work on this document in bringing together all parts from the different departments. It was brought up that there are some typos in the document. It was asked that those be forwarded to J. Preyde. Clarification was asked on what is graduation culture. H. Mirau responded that it is a retention term and intended to get students thinking of staying at the U of L to finish their degrees.

5.4. GFC Motion for Delegation of Authority – Summer

MOTION: gfc.2016.05.06

Hakin/Cooper

*That GFC approves designating GFC Executive the authority to act on behalf of the Council for July and August 2016.*

Motion: Carried

In keeping with the GFC Bylaws, this delegation comes up every year at this time. We provisionally have booked a meeting in June if needed.

5.5. GFC Academic Quality Assurance Policy Revisions

MOTION: gfc.2016.05.07  
Siaroff/Kennedy

*That GFC approves the changes to the “Academic Quality Assurance Policy & Process (2012 Revision)”, effective immediately, with friendly amendments.*

Motion: Carried

This document is divided into two parts. B you have seen before but Part A has not. This section is regarding the feedback from units under review. They lose control of review after they submit the self-study. There are two modifications – the first is the option for units to respond to the deans’ response if they choose to within a short window of opportunity. The second is after the implementation memo is sent out, a meeting with the relevant dean, chair, etc. will occur to give response to any implementation issues. This does not occur at this time. Section B is what was brought to the last meeting which is the criteria for external reviewers. The AQAC committee had another look and have highlighted the changes in the document. A further modification that may not capture all the concerns of the previous meeting. The Committee would like to get this passed. There was a question regarding the list of exclusions. It was suggested that we need to be more precise with the language of list. The list does not include Professional Librarians. It was suggested to use the term academic staff. The Provost stated that academic staff should not be used as sessionals are included in that term. It is best to align the terminology with that of the Faculty Handbook. It was decided to add Professional Librarians to the list as a friendly amendment. Discussion occurred on the exclusion portion of the list and on some wording regarding that some faculties do not have departments like the Faculty of Education. The revised document is attached to these minutes.

## 6. ITEMS FOR INFORMATION

### 6.1. Destination Project Update

A. Hakin gave the council an update on the project since the last meeting. We were awarded \$248 million for the building. Now the hard work has started in getting the building built. It is a significant piece of news. The construction phase has begun with 10 families who work for PCL moving into Lethbridge to be part of this project which is a great impact to the community. We have been working to put together a proposal to look for federal funding for the building. It could free up some of the provincial funding and would be a good opportunity to bring the prime minister to campus. Snakes on campus were reviewed by the snake expert in preparation for construction. As a result of the review, we found another small den near University Hall.

Now is the time to start talking about renovating University Hall. A concern was raised in losing approximately 300 parking stalls. A. Hakin stated that we are looking at sustainability. There are lots of single occupied cars coming here. Bus passes may be a solution. Do we want to put our money that government won’t help fund into a car park? It was suggested to try to take a positive approach for those who carpool instead of punitive. May 24<sup>th</sup> will be the sod turning with the premier present.

6.2. GFC 2016-2018 Meeting Schedule

J. Gallais presented the meeting schedule for information.

6.3. Articulation Agreements - Bow Valley College, Medicine Hat College

A. Hakin reported that the agreements are presented to GFC for information. Bow Valley College is related to the Post-Diploma Bachelor of Health Sciences program and the Medicine Hat College agreement deals with the Post-diploma transfers from the Business Administration program there.

6.4. GFC Executive Committee Report – April 25, 2016

The report was received for information. No questions were raised.

6.5. GFC Executive Committee Approved Minutes – March 24, 2016

The report was received for information. No questions were raised.

**7. OTHER BUSINESS**

No other business.

**8. ADJOURNMENT**

MOTION: gfc.2016.05.08

Hawkins/Nugent

*That the GFC meeting #510 be adjourned.*

Motion: Carried

**Changes to the *Academic Quality Assurance Policy and Process (2012 Revision)*, approved at the May 2, 2016 meeting of General Faculties Council**

(Page 12:)

***Develop Dean's Response***

The Chair of the Academic Quality Assurance Committee sends, to the Dean of the faculty or school, digital copies of the: Self Study Report; External Review Report; and Program Response. The AQAC Chair requests that the Dean complete the Dean's Response.

The Dean of the faculty or school prepares a response to the program review results. This response can include comments, concerns, and considerations for academic planning. The Dean's Response must include an action plan, with timelines, for addressing the issues raised by the review.

The Dean sends a digital copy of the completed Dean's Response to the Chair of the Academic Quality Assurance Committee, who sends it out to the Chair of the Self Study Committee and, where appropriate, the Chair of the Program or Department under review.

The Self Study Committee will have ten working days to respond to the Dean's Response, if they wish, by sending a digital copy of a letter to the AQAC Chair, who will then send it out to the Dean.

*Type A Research Centre or Institute Review:* The Chair of the Academic Quality Assurance Committee sends the review documents to the Vice President (Research) and requests his or her response. The Vice President (Research) prepares this Vice President (Research) Response.

(Page 13:)

***Develop Implementation Expectations***

The Vice President (Academic) develops a response to the Dean of the relevant faculty or school that sets out the expectations for implementing the recommendations and action plan from the review. This Implementation Expectations Response will reinforce the implementation reports that are due from the Dean to the Academic Quality Assurance Committee (see *Reporting Requirements*, next page).

The response shall be sent to the Dean, the Chair of the Self Study Committee, and the Chair of the Department or Program under review. Following the response, within three months the Vice President (Academic) shall call a meeting of the Vice President (Academic) or designate, the Dean of the faculty or school, the Chair of the Department or Program, and the Chair of the Self Study Committee to discuss the implementation of the recommendations.

*Type A Research Centre or Institute Review:* The Vice President (Research) develops the response, which is addressed to the Director of the centre or institute.

(Page 8:)

### ***Criteria for External Reviewers***

To maintain the integrity of the Academic Quality Assurance process, the External Reviewers:

1. Must be from outside the University of Lethbridge.
2. Must have attained the rank of full professor.
3. Must have at least five years experience in a continuing or tenured appointment as a faculty member at a university.
4. Must have doctoral degrees or terminal degrees in a discipline that is the same as, or closely related to, the program or unit under review.
5. In at least one case, should be from an institution similar in size to the University of Lethbridge.
6. Are normally Canadian residents, but can be from outside Canada if costs are feasible.
7. Must not have any of the following connections within the past five years with the University of Lethbridge:
  - Collaboration with a University of Lethbridge faculty member, professional librarian, instructor, or adjunct faculty member.
  - Mentorship of a University of Lethbridge faculty member, professional librarian, instructor, or adjunct faculty member.
  - Served as an external examiner for a Ph.D. of a faculty member or professional librarian of the program or unit under review.
8. Must not have been an External Reviewer for a previous academic quality assurance review of the program or unit under review.

The Self Study Committee can write to the AQAC Chair to request an External Reviewer be exempt from one or more of criteria 1 to 8. This request for exemption will then be reviewed at an AQAC meeting and a motion for granting or not granting the request will be voted upon by the committee.

9. Must not have any of the following connections within the past five years with the University of Lethbridge:
  - Served as a faculty member, instructor, adjunct faculty member, or employee of the University of Lethbridge.
  - Received a degree from the program or unit under review.
  - A close family relationship with a member of the program or unit under review.
  - Served as a Master's or Doctoral supervisor of anyone in the program or unit under review.
  - Served on the supervisory committee of anyone in the program or unit under review.
  - Co-authorship with a University of Lethbridge faculty member, instructor, or adjunct faculty member.