



# Athabasca University General Faculties Council

Approved minutes for Meeting 45 of the Athabasca University General Faculties Council held on May 09, 2018, Room 1222, AU-Edmonton (Peace Hills Trust Tower)

**Present:** Neil Fassina (Chair), Terry Beckman, Priscilla Campeau, Lisa Carter, Marc Cels, Marti Cleveland-Innes, Martin Connors, Natasha Donahue, Margaret Edwards, Elaine Fabbro, Mark Fabbro, Merlyn Foo, Rick Harland, Pamela Hawranik, Bob Heller, Paul Huebener, Deborah Hurst, Steve Johnson, Dietmar Kennepohl, Anshuman Khare, Ronnie Leah, Michael Lithgow, Weiming Liu, Peggy Lynn MacIsaac, Douglas MacLeod, Richard MacLeod, Dawn Mercer-Riselli, Susan Moisey, Nathaniel Ostashewski, Julie Peschke, Matthew Prineas, Ann Reynolds, Donna Romyn, Saktinil Roy, Jennifer Schaeffer, Meenal Shrivastava, Brandon Simmons, Angela Specht, Meaghan Sullivan, Veronica Thompson, Harris Wang, Gina Wong

**Regrets:** Walid Belassi, Rhiannon Bury, Michael Dabrowski, Shawn Fraser, David Head, Jill Hunter, Jennifer Knopp-Sihota, Meagan Peuramaki-Brown, Eric Strikwerda, Marlyss Valiant, Vlad Voytenko

**Governance Staff:** Carol Lund (University Secretary), Eileen Hendy (Recording Secretary)

Others: Margaret Kierylo, Carmen Jensen-Tebb, Nancy Parker, Helen Mayes, Helen Salzl, Sandra Blaquiere, Charlene Polege

## Call to Order

The Chair called the meeting to order at 1:00 PM

### 1. APPROVAL OF AGENDA

- 1.1 **Motion 45-01** That the General Faculties Council approves the agenda and thereby approves the consent agenda, as amended.

**Romyn/Hurst**

Amendments:

Remove CA 18: 2017 Ombuds Annual Report from the consent agenda.

**Carried**

### 2. CONFLICT OF INTEREST

- 2.1 **Action** Subject to the Conflict of Interest provision of the General Faculties Council Rules, members were asked by the Chair to declare any conflict they may have with respect to the meeting agenda.

Members Mark Fabbro and Elaine Fabbro declared a conflict for agenda item 5.9.

### 3. APPROVAL OF MINUTES

- 3.1 **Motion 45-02** That the General Faculties Council approves the minutes of Meeting 44, held March 14, 2018, as amended.

**Edwards/Kennepohl**

Amendments:

- Meeting date in the motion should be March 14, 2018 not March 14, 2017
- Minutes, page 2, action item 6.1, 2<sup>nd</sup> paragraph – change word 'efficient' to 'efficiency'

**Carried**

### 4. BUSINESS ARISING FROM THE MINUTES

None



# Athabasca University General Faculties Council

## 5. ACTION ITEMS

### 5.1 Teaching and Learning Framework Update

The Provost and Vice President Academic noted the process to build the Teaching and Learning Framework is outlined on the Briefing Note for agenda item 5.2.

### 5.2 Motion 45-03 That the General Faculties Council strikes a Teaching and Learning Framework Steering Committee, effective May 09, 2018, as follows:

Matt Prineas, Provost and Vice President Academic (Chair)  
Lisa Carter, Dean, Faculty of Science & Technology  
Margaret Edwards, Dean, Faculty of Health Disciplines  
Pamela Hawranik, Dean, Faculty of Graduate Studies  
Deborah Hurst, Dean, Faculty of Business  
Veronica Thompson, Dean, Faculty of Humanities & Social Sciences  
Alain May, Associate Vice President, Student and Academic Services  
Donna Romy, Associate Vice President, Research  
Hugh Notman, Professor, Faculty of Humanities and Social Sciences (Beyond Open work stream lead)  
Douglas MacLeod, Chair, RAIC Centre for Architecture, Faculty of Science and Technology (Beyond Norm work stream lead)  
Shawn Fraser, Professor, Faculty of Health Disciplines (Beyond Now work stream lead)  
Kam Jugdev, Professor, Faculty of Business (Beyond Place work stream lead)  
Katelyn Hillier, Tutor, Faculty of Humanities and Social Sciences

#### **Simmons/Thompson**

The Provost and Vice President Academic noted the proposal for the process to build the Teaching and Learning Framework be as follows:

- Strike a Teaching and Learning Framework Steering Committee, responsible for providing oversight, reviewing and providing feedback on the draft Framework and approving the final draft before it is submitted to GFC
- Have a Teaching and Learning Core Learning Framework Design Team, responsible for the process of developing the Framework, and four Teaching and Learning Framework work streams, responsible for providing input on specific aspects of the Framework and contribute to the development of the final Framework document.

It was suggested one additional Indigenous person be added to the membership for the Core Learning Framework Design Team.

It was suggested there be one student representative from AUSU and AUGSA on the Teaching and Learning Framework Steering Committee. The mover and seconder accepted this suggestion as a friendly amendment. The motion (restated) now reads:

### **That the General Faculties Council strikes a Teaching and Learning Framework Steering Committee, effective May 09, 2018, as follows:**

**Matt Prineas, Provost and Vice President Academic (Chair)**  
**Lisa Carter, Dean, Faculty of Science & Technology**  
**Margaret Edwards, Dean, Faculty of Health Disciplines**  
**Pamela Hawranik, Dean, Faculty of Graduate Studies**  
**Deborah Hurst, Dean, Faculty of Business**  
**Veronica Thompson, Dean, Faculty of Humanities & Social Sciences**



# Athabasca University General Faculties Council

**Alain May, Associate Vice President, Student and Academic Services**  
**Donna Romyn, Associate Vice President, Research**  
**Hugh Notman, Professor, Faculty of Humanities and Social Sciences**  
**(Beyond Open work stream lead)**  
**Douglas MacLeod, Chair, RAIC Centre for Architecture, Faculty of Science**  
**and Technology (Beyond Norm work stream lead)**  
**Shawn Fraser, Professor, Faculty of Health Disciplines (Beyond Now work**  
**stream lead)**  
**Kam Jugdev, Professor, Faculty of Business (Beyond Place work stream**  
**lead)**  
**Katelyn Hillier, Tutor, Faculty of Humanities and Social Sciences**  
**One (1) student representative chosen by AUSU**  
**One (1) student representative chosen by AUSGA**

Member Connors inquired about how the membership composition was determined and the process to select the members to serve on the steering committee. The Provost and Vice President Academic noted the membership composition and selection of members resulted from discussions with Deans and faculties. Member Connors commented that an election process should have been conducted to ensure there was a diverse voice on the committee.

Member Heller inquired if course design would be included in the discussions and was informed it would be part of the discussions.

It was requested consideration be given to including tutors on the working groups.

## **Carried**

Opposed: Connors

Abstained: Cleveland-Innes  
Ostaszewski

### **5.3 Draft Comprehensive Institutional Plan**

The following was discussed:

- Emphasizing programs being closed (e.g., Canadian Studies)
- Cree word for reconciliation – it was noted there is no Cree word for reconciliation. Following discussions with Elders it was agreed to use the Cree word 'Kwayskahsatsowin' (conciliation). It was suggested a footnote noting this be added.
- Availability of the EMPOWER: Athabasca University's Human Resource Plan – (page 4)
- Conducting greater staff consultation when drafting future comprehensive institutional plans
- Availability of information about the Alberta Dual Credit Program (page 42) – it was noted the Director, Professional and Corporate Relations will be requested to provide more information at a future meeting of GFC
- Consolidation of services (page 61) including expanding exam services in Edmonton to have more space and increase in hours – it was noted decisions regarding expanding exam services is an operational decision
- Projected revenue and expense increases/decreases – it was noted the projections relate to special one-time funding requests and enrolments affecting sales and products (page 23)
- Use of the words 'innovation design' and 'engineering' as AU does not have an engineering department
- Increasing out of country fees impact on enrolment
- Registration growth and numbers for Alberta and out of province graduate students (page 25) – follow-up will be made with Member Roy
- Connecting teaching, learning and research excellence (page 3)



# Athabasca University General Faculties Council

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Member Heller noted the following:

- Page 3 – suggested changing 'brilliant' to 'dedicated' staff
- Page 7 – prefers not to see disciplines listed – it was noted this is part of the Mandate and cannot be changed
- Page 11 – promote OER and note savings for students – it was noted this will be addressed through the Teaching and Learning Framework
- Page 12 – highlighting self-paced independent study – it was noted this section addresses AU's contribution to coordination, focusing in on grouped study
- Page 15 – personalized learning and personal learning are different – it was noted this language is from *Imagine*
- Page 16 – a quality measure for student learning is missing – it was noted consideration will be given to adding a measure
- Page 20 and 23 – understanding the impact of a 'structural deficit' on reserves
- Page 42 – confirmation that the Professional and Corporate Relations Unit is in response to a recommendation made by the Third Party Review – the Director, Professional and Corporate Relations will be invited to present an overview of the Unit to GFC
- Page 48 – the table is not labelled nor consistent with other tables – it was noted the data included in the tables is presented as requested by government and taken from different documents
- Page 49 – clarification on the data provided in table 3 in relation to other tables – it was noted table 3 presents the data by the ICT portfolio
- Page 58 – table 5 – inquired what the intent was for the Edmonton area space consolidation solution – it was noted a review of the Edmonton space needs will be undertaken to search for appropriate cost-effective and potentially consolidated space in the greater Edmonton region
- Page 72 – is table 2 necessary – it was noted this table is required for reporting to government

Member Heller inquired about the Design Innovation Lab at Athabasca Campus, a recommendation of the Third Party Review – it was noted this was an opportunity to provide northern entrepreneurs an opportunity to access resources from anywhere, anytime.

## 5.4 Athabasca University Mandate Statement

Member Connors noted removing barriers must include technology.

Member Heller suggested disciplines not be noted, and use of the term 'distance education' be reconsidered.

The following was noted:

- Ensure language captures all groups of students
- AU is a university for everyone
- Greater integration of teaching, learning and research
- Emphasis the credit coordination within the post-secondary environment in Alberta

## 5.5 Discussion Proposal

Member Connors noted the petitioners propose a motion for discussion of the merger of Centre for Distance Education (CDE) into the Faculty of Humanities and Social Sciences (FHSS).

**Motion 45-04** That the General Faculties Council strike a working group to consider the complexities of the move of the Centre for Distance Education to the Faculty of Humanities and Social Sciences so that there is time for a thorough and comprehensive review to consider the stakeholder consultation impact, appropriate



# Athabasca University General Faculties Council

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restructuring of the academic units in question, and approvals as required are attained.

## **Ostaszewski/Connors**

A lengthy discussion was held on the intent of the petition and the motion. It was noted it was a management decision to integrate the programs and associated staff from CDE into FHSS, changing the reporting lines. The following issues were raised during the discussion:

- What the impact will be on students currently enrolled in CDE programs
- Specific representation of CDE faculty members on committees – it was noted faculties give great consideration to ensure all disciplines are represented on committees and to faculty member work loads
- Authority for such management decisions – the delegation authorities from the Board to President, and sub-delegations from President to Executive officers was reviewed
- Perception of the programs by the 'distance education' community being under FHSS
- How the move of programs and associated staff to FHSS will impact the CDE research ethics board – it was noted FHSS has an exceptional and expedite process
- Moving of programs and associated staff to FHSS will enable additional resources to be available to supervise graduate students and provide graduate students more opportunities
- The integration of CWIKR and CDE into FHSS completes the restructuring of centres into faculties initiated in 2009

Member Connors noted this was an academic matter as CDE is highly recognized in distance education, and FHSS is not.

It was noted the Provost and Vice President Academic held meetings on the moving of programs and associated staff with various persons, including the Chair of CDE and FHSS and FST Deans.

The Chair of CDE requested consideration be given to leaving things as they are regarding CDE, the decision to integrate CDE into FHSS be reconsidered, further consultations be conducted and CDE be renamed to be the Centre for Innovation.

Throughout the discussion, clarification was requested on the intent of the motion. The petitioners noted the intent was to get time to discuss the matter of CDE staying a centre and not being integrated into an existing faculty.

It was clarified this discussion was not about dissolving a centre but about reporting lines.

Member Heller noted he was familiar with reorganization of centres as he was involved for two years with the reorganization of centres within FHSS. He expressed concern about the size (number of faculty and programs) of FHSS compared to other faculties with the integration. He also noted consideration needs to be given to the role of the Technology Enhanced Knowledge Research Institute (TEKRI).

It was expressed it was uncertain what value GFC members or faculty from other faculties would contribute to the integration as they are unfamiliar with the



# Athabasca University General Faculties Council

programs and structuring within a faculty. It was suggested the proposed working group be only members from CDE and FHSS.

It was confirmed the decision to move programs and associated staff and change reporting lines stands. The motion was reviewed and it was suggested "...and approvals as required are attained" be deleted. The mover and seconder accepted the suggestion as a friendly amendment.

The motion (restated) now reads:

**That the General Faculties Council strike a working group to consider the complexities of the move of the Centre for Distance Education to the Faculty of Humanities and Social Sciences so that there is time for a thorough and comprehensive review to consider the stakeholder consultation impact, and appropriate restructuring of the academic units in question.**

Member Connors noted he did not support the suggestion for the working group to only consist only of members from CDE and FHSS as he feels this is a matter GFC should be discussing and approving.

It was suggested the decision be to move CDE as a centre to FHSS instead of integrating programs and associated staff. It was noted this was an option discussed.

It was commented an empty centre would be viewed as being dissolved. It was noted there already are empty centres.

It was confirmed the decision stands to move the programs and associated staff to FHSS, and change the reporting lines.

**Not Carried**

- 5.6 Motion 45-05** **That the General Faculties Council approves changing the name of the "Bachelor of Commerce: e-Commerce Major" to "Bachelor of Commerce: Business Technology Management Major" effective upon approval from Alberta Advanced Education.**

**Hurst/Hawranik**

The Dean, Faculty of Business presented this item.

**Carried**

- 5.7 Motion 45-06** **That the General Faculties Council approves of the General Faculties Council Rules, effective May 09, 2018.**

**Romyn/Carter**

Discussions were held on the following:

- Members missing three consecutive meetings being only regular scheduled meetings, not including special meetings
- Reducing the number of days for distributing agendas and meeting materials from 7 to 5 – it was requested this remain at 7 days
- Clarification on reviewing of terms of reference and recommendations to GFC



# Athabasca University General Faculties Council

- Process to approve dissolve a standing committee (ALEC)
- Integrating the role of ALEC into the digital governance and the Teaching and Learning Framework
- Reduction of the number of meetings from 7 to 4 meetings a year
- Moving standing committee membership composition from the GFC Rules to standing committee terms of reference

It was agreed the approval of the GFC Rules acknowledges this includes the dissolution of the Academic Learning Environment Committee as a standing committee of GFC.

It was agreed the number of days for distributing agendas and meeting materials remain at 7 days and the number of meetings normally held will be six meetings an academic year. The mover and seconder accepted these suggestions as friendly amendments.

The motion (restated) now reads:

**That the General Faculties Council approves of the General Faculties Council Rules, effective May 09, 2018, with the following amendments:**

- **Provision 5.3, under PART II, F. Rules of Order – leave as seven (7) days**
- **Provision 4.1, under PART II, F. Rules of Order – revised to be ‘... meetings are normally held six (6) times per year...’**

**Carried**

*At 4:55 PM the Chair asked members if they wished to recess the meeting and reconvene or continue. Members agreed to extend the time and continue the meeting*

- 5.8 Motion 45-07** That the General Faculties Council approves the following, effective May 09, 2018:
- Executive Committee Terms of Reference and Membership
  - Academic Excellence Awards Committee Terms of Reference and Membership
  - Academic Planning, Policy, and Standards Committee
  - Academic Research Committee Terms of Reference and Membership
  - Student Academic Appeals Committee Terms of Reference and Membership
  - Student Awards Committee Terms of Reference and Membership

## **Thompson/Hurst**

The following was discussed:

- Revising the Digital Governance Committee membership to include representation from the proposed advisory group reporting to the Provost and Vice President Academic
- APPSC Terms of Reference, 3.3 d and 3.3 f be amended to include ‘...unless, the changes are to be applied retrospectively, or...’
- EXEC Terms of Reference, 3.3 – align self-assessment with review timeline – every third year
- Combining AEAC and SAC
- APPSC Terms of Reference – approval of the Academic Schedule moved from EXEC Terms of Reference to APPSC Terms of Reference and clarified what the Academic Schedule requiring approval included





# Athabasca University General Faculties Council

- ARC Terms of Reference – include ‘supports research activities’ in the purpose statement

The following suggestions for amendments were accepted by the mover and seconder as friendly amendments:

- APPSC Terms of Reference

3.3 d. Approve proposals for changes to existing undergraduate and graduate programs (e.g., new degree designation, new curriculum, new certificates or diplomas, name change, degree FLE change, new thesis/course route) unless, **the changes are to be applied retrospectively**, or in the opinion of the Provost and Vice President Academic, the committee should recommend to GFC concerning the proposal.

3.3 f Approve changes affecting broad academic and access aspects of all degrees, university certificates, diplomas, concentrations, or programs. unless, **the changes are to be applied retrospectively, or** in the opinion of the Provost and Vice President Academic, the committee should recommend to GFC concerning the proposal. These changes include any change in the core courses, cross-listing of courses, and changes in other course and program requirements.

- EXEC Terms of Reference

3.4. Ensure that a self-assessment evaluating the performance of Council and its committees, including Executive Committee, is undertaken every third year, and report on the evaluation to Council.

- ARC Terms of Reference

1. Purpose

The Academic Research Committee advises on the overall research goals of Athabasca University, oversees the distribution of designated or allocated research funds, recommends on research policies and procedures, and supports research activities.

The motion (restated) now reads:

**That the General Faculties Council approves the following as amended, effective May 09, 2018:**

- **Executive Committee Terms of Reference and Membership**
- **Academic Excellence Awards Committee Terms of Reference and Membership**
- **Academic Planning, Policy, and Standards Committee**
- **Academic Research Committee Terms of Reference and Membership**
- **Student Academic Appeals Committee Terms of Reference and Membership**
- **Student Awards Committee Terms of Reference and Membership**

**Carried**

Abstained: Heller, Connors,  
Cleveland-Innes





# Athabasca University General Faculties Council

- 5.9 Motion 45-08** That the General Faculties Council delegates authority to the Provost and Vice President Academic to make rules and regulations for the management and operation of the library, effective May 09, 2018.

**Simmons/Hurst**

Discussed the impact of this delegation of authority for the library reporting line. It was noted the library reporting line will remain the same – to the AVPSAS.

**Carried**

Abstained: Heller, Roy, M.  
Fabbro, E. Fabbro

- 5.10 Motion 45-09** That the General Faculties Council appoints the Associate Vice President, Research and the Associate Vice President, Student and Academic Services as members of General Faculties Council in accordance with section 25 of the *Post-secondary Learning Act*, to serve a three (3) year term of office, expiring June 30, 2021.

**Hawranik/Kennepohl**

Member Heller inquired if these were voting positions. It was confirmed appointed members have the right to vote.

It was noted the appointments do not impact the calculations to determine the number of full-time academic members to serve on GFC.

**Carried**

Opposed: Connor, Cels  
Abstained: Romyn, Heller

## 6. REPORTS

### 6.1 Report of the Chair

Member Heller inquired about reports from Vice Presidents. It was noted reports from Vice Presidents are now included in the Report of the Chair.

## 7. BUSINESS ARISING FROM THE CONSENT AGENDA

### 7.1 CA 18 2017 Ombuds Annual Report

Members were requested to contact the University Secretary directly with questions regarding the 2017 Ombuds Annual Report.

## 8. ADJOURNMENT

### 8.1 Motion 45-10 That the meeting be adjourned.

**Mark Fabbro**

**Carried**

The meeting adjourned at 5:37 PM.