



GENERAL FACULTIES COUNCIL
AGENDA

Meeting 630, June 13, 2024, 1:30 p.m.

In-Person Modality
Science Theatres 147

Item	Description	Presenter	Materials	Estimated Time
1.	Conflict of Interest Declaration	McCauley	Verbal	1:30
2.	Inclusive Practice Moment	Beattie ¹	PowerPoint	
3.	Safety Moment	Van Hee ²	Document + PowerPoint	
4.	Remarks of the Chair	McCauley	Verbal	
5.	Question Period	McCauley	Verbal	
	Action Items			
6.	Approval of the May 9, 2024 Meeting Minutes	McCauley	Document	
7.	Approval of Revisions to the GFC Executive Committee Terms of Reference and GFC Standing Committees General Terms of Reference	McCauley/McVie	Document	1:55
8.	Approval of Updates to the Non-Credit Professional and Continuing Education Credentials Framework	LeBlanc ³ /Johns ⁴	Document + PowerPoint	2:05
9.	Approval of Revisions to the Student Appeals Policy Suite	Morrison ⁵ /Speta ⁶	Document + PowerPoint	2:20
10.	Establishment of the 2024-2025 GFC Elected Membership Distribution	McCauley/McVie	Document	2:40
11.	Elections by GFC: <ul style="list-style-type: none"> Academic Staff Members of GFC to the GFC Executive Committee Academic Staff Member of GFC to the Board of Governors <p>(note: the elections will be held using an electronic form immediately following the meeting)</p>	McCauley/McVie	Document	2:45
12.	GFC Motion Regarding the Provincial Priorities Act	Donlevy ⁷	Document	2:50
	Information Items			
13.	Innovation Ecosystem Update	Cragg ⁸ /Najand ⁹	Document + PowerPoint	3:00

Item	Description	Presenter	Materials	Estimated Time
14.	Global Engagement Plan Progress Report	McCauley	Document + PowerPoint	3:15
15.	2024 GFC Member Survey	McCauley/McVie	Document	3:30
16.	Approved Revisions to the School of Architecture, Planning and Landscape Faculty Council Terms of Reference	In Package Only	Document	3:40
17.	Approved Revisions to the APPC, APS, GAPS, CCS, RSC and TLC Terms of Reference	In Package Only	Document	
18.	Standing Reports: a) Report on the May 15, 2024 GFC Executive Committee Meeting b) Report on the May 13 and May 27, 2024 Academic Planning and Priorities Committee Meetings c) Report on the May 16, 2024 Research and Scholarship Committee Meeting d) Report on the May 24, 2024 Board of Governors Meeting	In Package Only	Documents	
19.	Other Business	McCauley		
20.	Adjournment Next meeting: October 10, 2024 (virtual - Zoom)	McCauley	Verbal	3:40

Regrets and Questions: Elizabeth Sjogren, Governance Coordinator

Email: esjogren@ucalgary.ca

Courtney McVie, University Secretary

Email: cmluimes@ucalgary.ca

GFC Information: <https://www.ucalgary.ca/secretariat/general-faculties-council>

Presenters

1. Tara Beattie, Dean and Vice-Provost (Graduate Studies)
2. Mike Van Hee, Vice-President (Services)
3. Sheila LeBlanc, Associate Vice-President, Continuing Education
4. Christine Johns, Associate Deputy Provost
5. Melissa Morrison, Associate General Counsel, Litigation, Student Appeals and Policy
6. Michelle Speta, Associate Secretary
7. Kent Donlevy, President, The University of Calgary Faculty Association
8. Adam Cragg, Executive Director, University Innovation Quarter
9. Nima Najand, Director, Life Sciences Innovation Hub, Innovate Calgary



UNIVERSITY OF
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Safety Moment

Cybersecurity – Phishing Awareness

General Faculties Council

June 13, 2024

Types of unwanted emails

Phishing

- Phishes are deceptive emails. They are designed to trick people into helping the scammer.
- Scammers use them to collect sensitive data, gain access to accounts, or steal money.
- Phishes are intentionally malicious

Spam

- Both spam and phish are unwanted emails.
- Spam is unsolicited email that attempts to sell you a product or service.
- Spam can be a nuisance, but it isn't necessarily harmful.

What makes an email a phishing attempt?

Call to Action

- To succeed, a scammer needs **you** to do something.
- For example: Download a file, click a link, reply with information, or contact someone.

Emotion or Urgency

- Scammers want you to act without thinking.
- They often create a sense of urgency to try to manipulate your emotions.
- For example: fear, curiosity, or compassion.

Malicious Intent

- Phishing emails are designed to cause harm.
- For example: steal data, money or deliver malicious software.

E-mail phishing – some warning signs

Parts of an Email

It can be helpful to focus on one part of an email at a time. Each part offers its own set of clues and questions to ask.

- **Sender details:** Who sent the email and who received it?
- **Context:** What is the purpose of the email?
- **Content:** What information/request does the email contain?

Warning signs to look for – sender details

- Sent from a free email address, but claiming to be from an organization that does not use a free email service – may need to right click on the name to spot this
- Faked from field - The "From field" can be easily manipulated to show a false sender name.
- Sent to an undisclosed group
 - Most emails that we receive are sent to us directly.
 - Be wary when an email is addressed to an undisclosed group.

Example – suspicious sender details

Examine Sender Details

Practice looking for warning signs when reading an email.

To:  <undisclosed-recipients>

From:  payroll@publicemailservice.com

Subject: * Payment SUCCESSFUL

Hello Jennifer,

We have a Direct Bank Transfer in the amount \$13,217!

This is for the commissions you made for the first two weeks of last month.

[Click here to activate Bank Transfer](#)

You only have 2 days left to activate.

Thank you,
Meryem
Payroll Department

Other considerations – context and content of phishing emails

- Is the content or request typical for this person?
 - Does the tone match?
 - Would this person send an email like this?
 - Does the sender identity match the purpose of the email?
- Is the email conveying urgency and emotion?
 - Would the sender normally make this request?
 - Are you expecting this request?
 - Should they already have this information?
- Offer of reward for little/no effort
 - Scammers may promise amazing offers to entice you to act quickly.
- Are there other ways to verify what the email is saying?
 - For example, phoning your bank, logging into your account

Example – suspicious content/request and sense of urgency


To: Me
From: Dingo Bank Accounts
Subject: Update your username and password

Dear Customer,


During our regular maintenance and verification procedures, we detected a slight error regarding your most recent transactions. This might be due to the following reasons:

1. A recent change in your personal information
2. Multiple failed logins in your account.
3. An inability to accurately verify your selected option of payment due to an internal error in our system.

For your safety,  we have locked your online card account until you verify your information.

 Reply to this email with your bank account number and password and we'll immediately set your account to remain active.

Regards,

Please note: If we don't receive your account verification within  48 hours, we will further lock down your account until we will be able to contact you by email or phone.

Dingo Bank

What to do with Phishing emails

Steps for Reporting

Important note: Online sexual exploitation of children must be immediately reported to the Calgary Police Service. You may also report crimes of this nature anonymously to the Canadian Centre for Child Protection.



Cybercrime at UCalgary

Cybersecurity Incidents

1. If you are a UCalgary student, faculty, or staff member, log in and submit a ticket directly to the Cybersecurity Operations Team.
2. If you are an external party contact UService at 403.210.9300 or send the detailed information to abuse@ucalgary.ca
 - o At any point you can request UService to escalate to the Cybersecurity Operations Team, it will be assessed and, if necessary, they will execute the Security Incident Response Process.
3. If you receive a suspicious email, use the "Report" button in Outlook and select "phishing".



Cybercrime at Home

Fraud Alerts

1. Visit the Calgary Police Service cybercrime website or call the non-emergency number at 403.266.1234 to file a complaint and receive a case number.
2. Contact all of your bank and credit card companies if any financial information was used. Make sure to give the bank and credit card companies your Calgary Police Services case number for your file.
3. Call Equifax at 1.800.465.7166 or TransUnion Canada at 1.800.663.9980
4. As a final step, you can also report the incident to the Canadian Anti-Fraud Centre or call 1.888.495.8501. Make sure you have your Calgary Police Services case number handy.

The draft Minutes are intentionally removed from this package.

Please see the approved Minutes [uploaded separately on this website](#).



**UNIVERSITY OF
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**GENERAL FACULTIES COUNCIL
ACTION BRIEFING NOTE - For Approval**

SUBJECT: Revisions to the General Faculties Council (GFC) Executive Committee Terms of Reference and GFC Standing Committees General Terms of Reference

MOTION:

That the General Faculties Council (GFC) approve the revisions to the Terms of Reference for the GFC Executive Committee and the GFC Standing Committees General Terms of Reference, effective immediately, as set out in the documents provided to the GFC and as recommended by the GFC Executive Committee.

PROPONENT(S)

Courtney McVie, University Secretary

REQUESTED ACTION

The General Faculties Council (GFC) is asked to review and approve the proposed revisions to the GFC Executive Committee (EC) Terms of Reference (TOR) and the GFC Standing Committees General TOR.

KEY CONSIDERATIONS

The TORs for the GFC standing and subcommittees undergo a fulsome review every three years.

The substantive changes are summarized below:

GFC Executive Committee (EC) TOR

- Capturing the responsibility to approve of the meeting schedule for GFC and the GFC standing committees in the Responsibilities and Powers of the EC, reflecting the GFC Bylaws and the GFC Standing Committees General TOR
- Capturing the responsibility to recommend to GFC the establishment of the GFC elected academic staff membership distribution, to reflect practice

GFC Standing Committees General TOR

- Section 2.1: Setting that members are eligible for re-appointment for additional terms of up to a maximum of 10 consecutive years rather than six, to be consistent with the maximum for Board of Governors (BG) standing committee members and recognize that academic appointments are typically five years terms and renewable.
- Section 3: Retitling from 'Responsibilities of Members' to 'Obligations of Members', to be consistent with the BG Standing Committees General TOR
- Section 5.1: Setting that the Co-Chair may postpone or cancel any meeting if there is insufficient business for the meeting, to be consistent with the BG Standing Committees General TOR
- Section 5.2: Stating that the accidental omission to send notice of any meeting to, or the non-receipt of any notice by, any of the persons entitled to notice does not invalidate any proceedings at a meeting, to be

consistent with the BG Standing Committees General TOR

- Section 6: Adding statements regarding the official records of the Committees, and access of these, to be consistent with the BG Standing Committees General TOR
- Section 13: Retitling 'Other Matters' to 'Review and Changes to Terms of Reference', to reflect the content of the section
- Section 13: Setting that a Committee will review its TOR once every three years and not annually, to be consistent with the BG Standing Committees General TOR
- Section 13: Removing that a Committee can make non-material revisions to its TOR, as this is not practice

Other minor revisions to tidy language and formatting are also proposed. Section 5 of the GFC Standing Committees General TOR (Meetings) was re-ordered and numbered to align with the formatting of the BG Standing Committees General TOR.

ROUTING AND PERSONS CONSULTED

Progress	Body	Date	Approval	Recommendation	Discussion	Information
	GFC Executive Committee	17-Apr-2024			X	
	GFC Executive Committee	15-May-2024		X		
X	General Faculties Council	13-Jun-2024	X			

NEXT STEPS

Once approved by the GFC, the TORs will have immediate effect.

SUPPORTING MATERIALS

1. GFC EC Terms of Reference with tracked changes
2. GFC Standing Committees General Terms of Reference with tracked changes



**General Faculties Council
Executive Committee
Terms of Reference**

1. ESTABLISHMENT

The General Faculties Council (**GFC**) hereby establishes a standing committee called the Executive Committee (the **Committee**) under the provisions of the GFC's General Terms of Reference for Standing Committees and these Terms of Reference, and delegates to the Committee the authorities set out herein. In the event of a conflict between the provisions of these Committee Terms of Reference and the General Terms of Reference, these Committee Terms of Reference will govern.

The President and Vice-Chancellor shall act as the responsible senior administrator to the Committee, providing the link between senior administration and the Committee.

2. MEMBERSHIP

Chair

President and Vice-Chancellor (ex-officio, voting).

Vice-Chair

Provost and Vice-President (Academic) (ex-officio, voting).

Voting Members

- Six academic staff members of GFC appointed by GFC through an election process (broad Faculty representation is preferable)
- Two Deans appointed by Deans' Council
- One student member of GFC appointed by the Students' Union
- One student member of GFC appointed by the Graduate Students' Association

Non-Voting Members

- One person appointed by the Faculty Association

3. ROLE

The Committee serves as GFC's primary advisory group, advising GFC, GFC standing committees, the Chair, Vice-Chair and the Secretary on strategic and complex issues, steering, and early stage matters. The Committee also acts on behalf of, and with full authority of GFC concerning matters that must be handled between regularly scheduled GFC meetings, may be called upon to advise or act upon matters not clearly within the jurisdiction of another GFC standing committee, and acts as GFC's primary appointment and nominating committee.

4. RESPONSIBILITIES

The Committee will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Committee; however, the Committee may carry out additional responsibilities and duties within its role.

The Committee's primary responsibilities are as follows:

1. Act on behalf of, and with full authority of GFC concerning matters that must be handled between regularly scheduled GFC meetings;
2. Advise on strategic and complex issues, steering, and early-stage matters before they move ahead for consideration elsewhere;
3. Consider matters taken to other GFC standing committees where additional advice or recommendation is considered desirable, and matters that do not clearly fit within the jurisdiction of another GFC standing committee;
4. Approve the terms of reference for any group over which GFC has been granted or exercises authority in this regard, other than its own terms of reference;
5. Except as specifically excluded by GFC, carry out all appointments that fall within GFC's authority to appoint, and formulate nominations for GFC elections;
6. Periodically review and recommend to GFC any changes to the GFC Academic Staff Criteria and Processes Handbook;
7. When requested to do so, review and recommend to GFC any changes to the students' academic appeals process and associated documents;
8. Carry out those responsibilities assigned to GFC under the University's Enterprise Risk Management program as described in the University's Enterprise Risk Management Policy and any associated procedures in effect from time to time;
9. Approve the annual meeting schedule for GFC and the GFC standing committees in accordance with the GFC Bylaws and the GFC Standing Committees General Terms of Reference
10. Recommend to GFC the establishment of the GFC elected academic staff membership distribution
- 9-11. _____ Review and provide direction respecting the agendas for upcoming GFC meetings; and
- 10-12. _____ Such other activities and responsibilities delegated or assigned to it by GFC from time to time.

The Committee is also ultimately responsible for the work and responsibilities of each of its sub-committees as articulated in the terms of reference of those committees.

5. POWERS

Other than, or in the absence of, specific delegations of authority from GFC to act autonomously, the Committee's powers shall be limited to providing input and ideas, advising and making recommendations to GFC, GFC standing committees, the Chair, Vice-Chair and the Secretary.

6. AUTHORITIES

The Committee has the specific delegated authority to act autonomously as described below, on the condition that decisions made or actions taken under this delegated authority are reported to GFC.

1. Act on behalf of, and with full authority of GFC concerning matters that must be handled between regularly scheduled GFC meetings;
2. Approve the terms of reference for any group over which GFC has been granted or exercises authority in this regard, other than its own terms of reference;
3. Except as specifically excluded by GFC, carry out all appointments that fall within GFC's authority to appoint, and formulate nominations for GFC elections; ~~and~~
4. Require changes to agendas for upcoming GFC meetings (this action does not need to be reported to GFC); and
5. Approve the GFC and GFC standing committees meeting schedules.

~~As at April 18, 2019~~ Approval Date



General Faculties Council Standing Committees General Terms of Reference

1. ESTABLISHMENT

Under the Post-Secondary Learning Act (**PSLA**), subject to the authority of the Board of Governors, the General Faculties Council (**GFC**) is responsible for the academic affairs of the University and has general supervision of student affairs at the University.

To assist it in carrying out its work effectively and productively, the GFC has or will from time to time establish standing committees (each herein referred to as the **Committee**).

These General Terms of Reference set out provisions applicable to the operations of all GFC standing committees and are supplemented by terms of reference comprising provisions specific to each Committee (**Committee Terms of Reference**). In the event of a conflict between the provisions of these General Terms of Reference and the Committee Terms of Reference, the Committee Terms of Reference will govern.

2. MEMBERSHIP

2.1 Terms

Appointments may be made for terms of up to ~~3~~**three** years, with eligibility for re-appointment for additional terms of up to a cumulative maximum of ~~six~~**10** consecutive years. A member's term will continue until the term start date of the member's successor or on the expiry date of the member's appointment if there is no successor. Members having served the maximum ~~six~~**10** consecutive years will be eligible for appointment to the Committee after a minimum of two ~~(2)~~ years has elapsed since the expiration of their last term.

2.2 Casual Vacancies

Members will advise the Committee Secretary (**Secretary**) as soon as possible of any known or anticipated circumstances that would result in the member being absent from two or more consecutive meetings in a meeting year. In ~~this circumstance or in~~ the event that a member is absent from two or more consecutive meetings in a meeting year without notice, the Committee Co-Chair (**Co-Chair**) may agree to allow a substitute to be appointed for the duration of the absence ~~of the member~~ or may declare the member's position vacant and ask that a replacement be appointed for the balance of the member's term or for a different term. Appointments under this provision will be conducted in accordance with the regular appointment process for that member.

In respect of ex-officio members, with the Co-Chair's agreement, an ex-officio member (or the Co-Chair) may designate a substitute to serve as a Committee member for the duration of the absence of the ex-officio member.

3. RESPONSIBILITIES/OBLIGATIONS OF MEMBERS

Members are expected to:

- Familiarize themselves with GFC's role in governing the University, these General Terms of Reference and the Committee's Terms of Reference
- Make every reasonable effort to attend all Committee meetings of which they are a member, in person whenever possible
- Come to meetings having read the materials and prepared to engage in respectful, meaningful discussion and provide considered, constructive and thoughtful feedback and commentary, express opinions and ask questions to enable the Committee to exercise its best judgment in decision making and advising GFC
- Act in the best interests of the University

4. ROLE, RESPONSIBILITIES, POWERS AND AUTHORITIES

Committee Terms of Reference will describe the Committee's role, responsibilities, powers and authorities.

5. MEETINGS

5.1 Schedule

~~The~~Each Committee will meet during the period from September to June in each year (the **meeting year**) in accordance with the meeting schedule approved by the GFC Executive Committee for that meeting year. ~~-The Co-Chair may postpone or cancel any meeting if there is insufficient business for the meeting and may call a~~Additional regular or special meetings ~~may be called by the Co-Chair~~ as necessary to deal with business.

5.2 Notice

Members will be provided with a ~~calendar~~schedule of meeting dates for regularly scheduled Committee meetings in advance of each meeting year or in advance of the first Committee meeting for those Committees established during the meeting year. ~~-Meeting details, including for additional or re-scheduled meetings,~~ will be communicated to members by the Secretary within a reasonable time before each meeting.

The accidental omission to send notice of any meeting to, or the non-receipt of any notice by, any of the persons entitled to notice does not invalidate any proceedings at a meeting.

5.3 Meeting Agendas

Meeting items will be determined by the Co-Chair and the Academic Co-Chair in consultation with the University Secretariat, and meeting agendas will be produced in accordance with University Secretariat procedures. ~~-The~~ agenda for each Committee meeting will be posted on the Secretariat website immediately following its distribution to ~~M~~members.

5.4 Materials

As much as possible, meeting materials will be provided to the Committee electronically one week in advance of a scheduled meeting.

5.5 Absence of Co-Chair

In the event that the Co-Chair is unable to attend a specific meeting, then the Academic Co-Chair shall act as Co-Chair for that meeting.

In the event that both the Co-Chair and Academic Co-Chair are unable to attend a specific meeting, then the Co-Chair, ~~in his or her sole discretion~~, may either designate a voting member to chair the meeting or cancel the meeting.

If none of the Co-Chair, the Academic Co-Chair or the designated chair is present within ~~fifteen (15)~~ minutes of the time fixed for the commencement of the meeting, the meeting will be canceled.

5.6 Quorum

A quorum for the transaction of business at any meeting of the Committee is a number equal to a majority of the voting members of the Committee.

If quorum for a Committee meeting is not present within ~~fifteen (15)~~ minutes of the time fixed for the commencement of the meeting, the Committee may, by majority vote of the voting members in attendance:

1. proceed with the business of the meeting, but no voting/decision-making, other than approval of the agenda, shall take place at such meeting; or
2. cancel the meeting.

If quorum is lost at any time during a Committee meeting, the meeting will be automatically adjourned unless the remaining voting members unanimously consent to continue the meeting and the following conditions are met: (i) voting members equal in number to a majority of the quorum required for the transaction of business at any meeting of the Committee are present during the transaction of business; and (ii) in order for a motion to be carried/adopted, it must receive an affirmative vote of members equal in number to a majority of the quorum.- In this circumstance, the minutes shall record that the Committee was acting on all further business without a quorum being present and, except when a decision must be implemented, moved forward to the next decision-maker or acted upon before the next regularly scheduled meeting, the decision will be ratified at that next meeting.

5.7 Conduct of Meetings

Meetings will be conducted in accordance with these General Terms of Reference and the Committee Terms of Reference or as determined by the Co-Chair where the terms of reference are silent on the matter.

Participation

All Committee members, including non-voting members, may participate in discussions. –Only voting members may move, second, and vote on motions. –Committee meetings may be held in person or electronically as provided in these General Terms of Reference.

5.8 Electronic Participation

Where attendance in person is not feasible, members of the Committee may participate in the meeting by means of a telephonic, electronic or other communication facility made available by the Secretary and that permits all participants to communicate adequately with each other during the meeting. A person participating in a meeting by such means is deemed to be present at the meeting and may vote through the telephonic, electronic, or other method of communication being used.

The Co-Chair may determine that a meeting shall be held entirely by means of a telephonic, electronic, or other communication facility that permits all participants to communicate adequately with each other during the meeting.

5.9 Voting at Meetings

Motions will be decided by a show of hands or a roll call (voice) or otherwise in such manner that clearly evidences a member’s vote and is accepted by the chair of the meeting. –Voting by proxy is not allowed.

Subject to the voting requirements in the event of a loss of quorum set out under [the Section 5.6 entitled “Quorum”](#) above, an affirmative vote of a majority of the voting members present is required to carry/adopt a motion.

Elections will be decided based upon the number of votes in favour of each nominee in descending order, the first elected person being the nominee with the most votes. –Additional elected persons will be the person(s) with the next highest number of votes in descending order until all elected persons have been determined. –In the event of an equal number of votes being cast for more than one nominee (a tie), the Co-Chair (or the Academic Co-Chair where the Co-Chair is in a conflict of interest) will cast a vote to break the tie.

5.10 Electronic Voting

Email approval or electronic poll (which in this context excludes electronic polling in a meeting) is only suitable for straightforward motions or where it is not feasible or practical to call a meeting of the Committee and should be used infrequently.

The procedures for approval of motions via email or electronic poll are as follows:

- Motions may be made via email or electronic poll
- The motion will expire in the time set in the message; however, the Co-Chair or the Secretary may extend the deadline once by up to a maximum of seven days
- Voting requirements will be the same as under the heading “Voting at Meetings” in these General Terms of Reference
- The Secretary is responsible for tallying the votes and informing the Committee of the outcome

- Email motions may not be amended; however, the member who proposed the motion may withdraw it at any time prior to receipt of the necessary approval or the expiry time, if one, or with the approval of all members who voted on the motion
- If the motion does not receive the required votes by the deadline (as extended, if applicable), it fails

5.11 Minutes

The Secretary will minute the proceedings and resolutions of all meetings of the Committee in accordance with the University Secretariat's GFC Minuting Standards. –Once approved, the minutes of open meetings will be published on the Secretariat website.

5.12 Resource Personnel, Invited Guests and Visitors

Resource personnel and guests may be invited to attend and speak at a meeting with the approval of the Co-Chair given in advance of the meeting or, in the sole discretion of the chair of the meeting, during the meeting. –Visitors in attendance at a meeting to observe Committee proceedings may speak only if expressly invited to do so by the chair of the meeting.

6. COMMITTEE RECORDS

The official records of Committees will be maintained under the custodianship of the University Secretary and shall be available for inspection in the University Secretariat by any member at any time during regular office hours upon reasonable advance notice to the University Secretary.

Access to the official records of Committees by persons other than members will be determined in accordance with applicable legislation and University policies in effect from time to time.

6.7. WORKING GROUPS

The Committee may choose to create working groups that report to the Committee directly or through the Co-Chair or Academic Co-Chair, to facilitate the accomplishment of its responsibilities. –The membership of any working group shall be determined by the Co-Chair and Academic Co-Chair, taking into consideration any recommendations for membership made by the Committee. –Working group members may be drawn from outside the Committee or the GFC.

Notwithstanding the previous paragraph, the Committee does not have the power to delegate or assign its authority to another GFC standing committee, to a sub-committee, working group, administrative unit or individual unless the Committee Terms of Reference or the GFC or the GFC Executive Committee expressly authorizes such delegation or assignment.

7.8. OUTSIDE ADVISORS

The Co-Chair is authorized to retain outside advisors with particular expertise to advise the Committee if the Co-Chair determines ~~in his or her sole discretion~~ that doing so is essential to the Committee in carrying out its responsibilities.

8.9. RESPONSIBILITIES OF THE COMMITTEE CO-CHAIR

In addition to the other responsibilities of the Co-Chair set out in these General Terms of Reference, the Co-Chair shall generally provide leadership to enhance the effectiveness of the Committee, act as a spokesperson for the Committee, act as the liaison between the Committee and GFC and other GFC standing committees and generally oversee the Committee's activities. The Co-Chair shall also oversee the engagement of any outside advisors.

9.10. RESPONSIBILITIES OF THE COMMITTEE ACADEMIC CO-CHAIR

In addition to the other responsibilities of the Academic Co-Chair set out in these General Terms of Reference, the Academic Co-Chair:

1. will carry out the Co-Chair's responsibilities at the request of the Co-Chair or in the event the Co-Chair is not available;
2. will provide periodic reports to the Committee, where appropriate, on the implementation of, receipt of input from, or results of the work of the Committee; and
3. shall generally provide leadership to enhance the effectiveness of the Committee, act as a spokesperson for the Committee, act as the liaison between the Committee and GFC and other GFC standing committees, and generally oversee the Committee's activities.

10.11. SECRETARY TO THE COMMITTEE

The University Secretary or designate will act as the Secretary of the Committee.

11.12. REPORTING TO GFC

The Co-Chair and Academic Co-Chair shall provide a report to the GFC at each GFC meeting on the proceedings of the Committee since the previous GFC meeting.

12.13. ~~OTHER MATTERS~~REVIEW AND CHANGES TO TERMS OF REFERENCE

The Committee shall ~~arrange for~~ periodically reviews of its own performance and, ~~at least annually~~ once every three years, will review its Committee Terms of Reference, including its role, responsibilities and fit within the GFC structure, to ensure its role and responsibilities remain appropriate and that it is operating at maximum effectiveness, and will recommend any changes it considers necessary to GFC for approval. ~~Non-material amendments and corrections to a Committee Terms of Reference that are required in between annual reviews may be made by a majority vote of the Committee and reported to GFC at the next GFC meeting.~~

As at ~~September 15, 2021~~ Approval Date



UNIVERSITY OF
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GENERAL FACULTIES COUNCIL
ACTION BRIEFING NOTE - For Approval

SUBJECT: Updates to the Non-Credit Professional and Continuing Education Credentials Framework

MOTION:

That the General Faculties Council (GFC) approve the updates to the Non-Credit Professional and Continuing Education Credentials Framework, effective immediately, as set out in the document provided to the GFC and as recommended by the Academic Planning and Priorities Committee.

PROONENT(S)

Sheila LeBlanc, Associate Vice-President, Continuing Education
Christine Johns, Associate Deputy Provost

REQUESTED ACTION

The General Faculties Council (GFC) is asked to review and approve the updated Non-credit Professional and Continuing Education Credentials Framework, which includes the addition of a micro-credential category. The GFC approved the existing non-credit credentials framework on June 13, 2019.

BACKGROUND

There is an increasing focus on micro-credentials as a form of ongoing Continuing Professional Education, partly due to the shortening half-life of new knowledge and digital transformation across all fields. *Ahead of Tomorrow* and the Academic Innovation Plan highlight the importance of lifelong learning and ongoing professional development and identify the development of an institutional micro-credential framework as a key action.

While many jurisdictions in Canada have moved forward with common micro-credential frameworks, no consistent definition or framework currently exists in Alberta. Despite this, the *Alberta 2030: Building Skills for Jobs* plan creates goals for micro-credentials, and the Government of Alberta has launched annual funding initiatives for micro-credential development since 2021.

With the increasing interest in micro-credentials, a framework is required to establish consistency across the University. An update to the existing Non-credit Professional and Continuing Education Credential Framework, which includes the addition of a micro-credential category, is being proposed. A micro-credential definition and guiding principles document has also been developed to assist units in developing micro-credentials.

Further to the addition of a micro-credential category, minor updates are also being proposed to the existing Non-credit Professional and Continuing Education Credentials Framework which are shown in strikethrough and red text. These edits provide clarification and reflect changes that have occurred since the existing Framework was approved in 2019.

The attached spreadsheet for the Non-Credit Professional and Continuing Education Credentials Framework highlight the proposed changes to the existing framework. This framework supports the possibility of students concurrently enrolling in a credit course that could be part of a non-credit micro-credential program. The identified

laddering on the non-credit Credentials Framework allows for planned laddering into other non-credit Professional Certificates, Professional Diplomas, etc., not credit programs.

WORKING GROUP MEMBERS:

Sheila LeBlanc, Associate Vice-President, Continuing Education
 Christine Johns, Associate Deputy Provost
 Shawna Cunningham, Acting Vice-Provost, Indigenous Engagement
 Amy Dambrowitz, Registrar
 Sarah Eaton, Academic Director, Office of Equity, Diversity and Inclusion
 Terumi Taylor, Assistant Registrar and Associate Director Student Services, Continuing Education
 Natasha Kenny, Senior Director, Taylor Institute for Teaching and Learning
 Oleksiy Osiyevskyy, Associate Dean, Policy and Program Development, Faculty of Graduate Studies
 Mary-Jo Romaniuk, Vice-Provost, Libraries and Cultural Resources
 Ghada Sfeir, Sr. Advisor Anti-Racism/Equity, Office of Equity, Diversity and Inclusion

RISKS

There are minimal risks as no standard structure or nomenclature is associated with non-credit credentials across institutions, the province, or the field of Professional and Continuing Education across the country. To ensure transparency to learners and employers, a consolidated form of the Non-credit Professional and Continuing Education Credentials Framework will be available on the University website and through the Continuing Education Calendar.

ROUTING AND PERSONS CONSULTED

Progress	Body	Date	Approval	Recommendation	Discussion	Information
	Decision Support Team	2024-02-13			X	
	Academic Program Subcommittee	2024-04-08			X	
	Graduate Academic Program Subcommittee	2024-04-17			X	
	Academic Planning and Priorities Committee	2024-05-13		X		
X	General Faculties Council	2024-06-13	X			

NEXT STEPS

An operational committee will create the processes, procedures, and tools to implement micro-credential offerings and to maintain micro-credential student records. This includes, transitioning the Taylor Institute digital badging system and implementing a new digital badging structure and digital credential wallet leveraging the [MyCreds](#) system recently deployed in the Office of the Registrar.

SUPPORTING MATERIALS

1. Non-Credit Professional and Continuing Education Credentials Framework – June 2024
2. Micro-credential Definitions and Principles
3. Creating the Space for Micro-credentials Presentation

University of Calgary Non-Credit Professional and Continuing Education Credentials Framework

Credential / Nonenclature	Certificate of Attendance (Examples: Workshop, seminar, evening course, lecture, presentation)	Certificate of Recognition/Completion/Participation (Examples: Class, course, short program series)	Micro-credential
Credential Type	Faculty / Unit Credential	Faculty / Unit Credential	Faculty / Unit Credential. Micro-credentials are reported to APCC annually.
Delivery	Educational Unit or Faculty	Educational Unit or Faculty	Educational Unit or Faculty
Hours*	Variable, typically 1/2 day or more	Typically up to 99 hours	Typically 12 to 99 hours
Assessment	No	Typical and encouraged	Yes**
Length of Program	Variable, typically 1 day or less	Variable - targeted to part-time studies	Variable
Approval Process	Faculty / Unit	Faculty Council / Unit	Faculty Council / Unit
Review Process	Reviewed on regular cycle in Faculty / Unit	Reviewed on regular cycle in Faculty / Unit	Reviewed on regular cycle in Faculty / Unit
Typical Entrance	Variable (often none)	Variable	Variable (often none)
Admission Process	Application/admission/registration support through the Delivery Unit*/Faculty OR through Continuing Education Shared Service utilizing the non-credit registration system (Destiny One)	Application/admission/registration support through the Delivery Unit*/Faculty OR through Continuing Education Shared Service utilizing the non-credit registration system (Destiny One)	Micro-credential application/ admission/registration support through the Delivery Unit***/Faculty OR through Continuing Education Shared Service utilizing the university's non-credit registration system. If credit courses are taken as part of a micro-credential, the record will be managed through the Office of the Registrar.
Tuition	Variable (May be none)	Variable	Variable
Ladder/Transfer	May ladder into other professional learning programs. Does not ladder into credit programs.	Non-credit courses and credentials may ladder into other non-credit professional learning programs Does not ladder into credit programs	Micro-credentials may include credit and/or non-credit courses, or a combination of both. Non-credit courses and credentials may ladder into other non-credit professional learning programs.
Transcripts/Student Record	Non-credit transcript is available. Does not appear on credit transcripts A student record is kept in the university's non-credit registration system (Destiny One). Attendance and, if appropriate, Continuing Professional Education Units (CPEU's) are recorded.	Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in non-credit registration system (Destiny One). Attendance, and, if appropriate, grades and Continuing Professional Educational Units (CPEU's) are recorded.	Non-credit transcript is available. Micro-credentials do not appear on credit transcripts, however credit courses taken as part of a micro-credential do appear on a credit transcript at the course level. A student record is kept in the university's non-credit registration system. Grades and Continuing Professional Educational Units (CPEU's) are recorded.
Recognition Parchments	In collaboration with the Non-credit Assistant Registrar , Delivery Unit***/ Faculty uses a standard University of Calgary template to create a certificate if one is awarded	In collaboration with the Non-credit Assistant Registrar , Delivery Unit***/ Faculty uses a standard University of Calgary template to create a certificate if one is awarded	Digital Recognition is issued through non-credit registration services in Continuing Education
Convocation	Does not participate in convocation. Some programs may offer a learning recognition ceremony	Does not participate in convocation. Some programs may offer a learning recognition ceremony	Does not participate in convocation. Some programs may offer a learning recognition ceremony.

* Hours may be provided as equivalent instructional hours

** If Micro-credential courses are used for credit, the credit grading scheme will be used.

*** Delivery Unit refers to any unit teaching the non-credit program

Professional Certificate (Other names: Non-credit/Continuing Education/Professional Development Certificate)	Professional Diploma (Other names: Non-credit/Continuing Education/Professional Development Diploma)	Professional Executive Certificate (Other names: Non-credit/Continuing Education/Professional Development Executive Certificate)	Professional Executive Diploma (Other names: Non-credit/Continuing Education/Professional Development Executive Diploma)
Institutional Credential	Institutional Credential	Institutional Credential	Institutional Credential
Educational Unit or Faculty	Educational Unit or Faculty	Must be offered in conjunction with a Faculty	Must be offered in conjunction with a Faculty
Typically 100-250 hours, not less than 100 hours	Typically 250+ hours	Typically 100-250 hours, not less than 100 hours	Typically 250+ hours
Yes	Yes	Yes	Yes
Variable - targeted to part-time studies, typically 9 months - 2 years part-time	Variable - targeted to part-time studies, typically 2 - 3 years part-time	Variable - targeted to part-time studies, typically 9 months - 2 years part-time	Variable - targeted to part-time studies, typically 2 - 3 years part-time
Faculty Council / Unit or delegated authority; and General Faculties Council Approval Process	Faculty Council/Unit or delegated authority; and General Faculties Council Approval Process	Faculty Council and General Faculties Council Approval Process	Faculty Council and General Faculties Council Approval Process
Reviewed on regular cycle in Delivery Unit***/Faculty	Reviewed on regular cycle in Unit/Faculty	Reviewed on regular cycle in Faculty	Reviewed on regular cycle in Faculty
Variable (prerequisites may be required)	Variable (prerequisites typically required)	Typically an undergraduate degree or equivalent is required for entry	Typically an undergraduate degree or equivalent is required for entry
Application/admission/registration support through the Delivery Unit***/Faculty OR through Continuing Education Shared Service utilizing the non-credit registration system (Destiny One)	Application/admission/registration support through the Delivery Unit***/Faculty OR through Continuing Education Shared Service utilizing the non-credit registration system (Destiny One)	Application/admission/registration support through the Faculty OR through Continuing Education Shared Service utilizing the non-credit registration system (Destiny One)	Application/admission/registration support through the Faculty OR through Continuing Education Shared Service utilizing the non-credit registration system (Destiny One)
Tuition is established when the program is approved and may be adjusted by the Delivery Unit***/Faculty. Non-credit programming is cost recovery and may be revenue generating	Tuition is established when the program is approved and may be adjusted by the Delivery Unit***/Faculty. Non-credit programming is cost recovery and may be revenue generating	Tuition is established when the program is approved and may be adjusted by the Faculty. Non-credit programming is cost recovery and may be revenue generating	Tuition is established when the program is approved and may be adjusted by the Faculty. Non-credit programming is cost recovery and may be revenue generating
Non-credit courses and credentials may ladder into non-credit professional learning programs a Professional Learning Diploma . Does not ladder into credit programs	Non-credit courses and credentials may ladder into non-credit professional learning programs a Professional Learning Diploma . Does not ladder into credit programs	Non-credit courses and credentials may ladder into non-credit professional learning programs . a Professional Learning Executive Diploma . Does not ladder into credit programs	Non-credit courses and credentials may ladder into non-credit professional learning programs . a Professional Learning Executive Diploma . Does not ladder into credit programs
Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in non-credit registration system (Destiny One). Grades, and, if appropriate, Continuing Professional Educational Units (CPEU's) are recorded.	Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in non-credit registration system (Destiny One). Grades, and, if appropriate, Continuing Professional Educational Units (CPEU's) are recorded.	Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in non-credit registration system (Destiny One). Grades, and, if appropriate, Continuing Professional Educational Units (CPEU's) are recorded.	Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in non-credit registration system (Destiny One). Grades, and, if appropriate, Continuing Professional Educational Units (CPEU's) are recorded.
Parchment is issued through non-credit registration services in Continuing Education	Parchment is issued through non-credit registration services in Continuing Education	Parchment is issued through non-credit registration services in Continuing Education	Parchment is issued through non-credit registration services in Continuing Education
Does not participate in convocation. May participate in a graduation ceremony hosted by the Delivery Unit***, Continuing Education or Faculty.	Does not participate in convocation. May participate in a graduation ceremony hosted by the Delivery Unit***, Continuing Education or Faculty.	Does not participate in convocation. May participate in a graduation ceremony hosted by the Delivery Unit***, Continuing Education or Faculty.	Does not participate in convocation. May participate in a graduation ceremony hosted by the Delivery Unit***, Continuing Education or Faculty.

UCalgary Micro-Credentials Definition, Description & Principles

Definition:

Micro-credentials are an umbrella term for quality-assured, modular, short-duration units of validated learning.

Description:

These credentials encompass specific knowledge, skills, and competencies that may be transferrable within disciplines, fields of practice, or professions. Micro-credential courses can be credit or non-credit and are purposely designed with clearly articulated learning outcomes, activities, and assessment methods. They may be stand-alone, embedded, ladder, or stackable and may create pathways into traditional learning credentials (certificates, diplomas, or degrees). Recognition in a digital format is typically provided upon successful completion of a micro-credential.

Principles:

Micro-credentials should:

1. **Increase access:** Micro-credentials increase access and reduce barriers to post-secondary education through short-term, flexible lifelong learning opportunities that meet the unique needs of learners.
2. **Support inclusivity and diverse ways of knowing:** Align, support, and reiterate our commitment to equity, diversity, inclusion, accessibility, decolonization, and Indigenization as articulated in institutional strategies, reports, and calls to action to increase intercultural capacity.
3. **Be knowledge, skills, and competency-based:** Micro-credentials focus on specific knowledge, skills, and/or abilities that can be assessed related to the academic, labour market, community needs, and/or lifelong learning requirements.
4. **Foster partnerships/collaboration:** Micro-credentials align with industry, employer, academic, and community needs and are often developed in collaboration with education partners, industry, employers, communities, and/or other parties.
5. **Be quality assured:** Micro-credentials undergo internal quality assurance processes, in alignment with our non-credit credentials framework.
6. **Be assessed and validated:** Micro-credentials are meaningfully assessed and can be validated through the learner experience and an enduring record of learning.
7. **Create learner pathways:** Micro-credential courses can be credit or non-credit. They may be stand-alone, embedded, ladder, or stackable and may create pathways into traditional learning credentials (certificates, diplomas, or degrees). The purpose, and benefit of micro-credentials, including potential learning pathways should be identified to the learner prior to enrolment.

8. **Support student mobility:** The micro-credential record should represent the knowledge, skills, and abilities acquired by the learner and facilitate transferability and labour market participation.

Updates to the Non-Credit Professional and Continuing Education Credentials Framework

Creating the Space for Micro-credentials

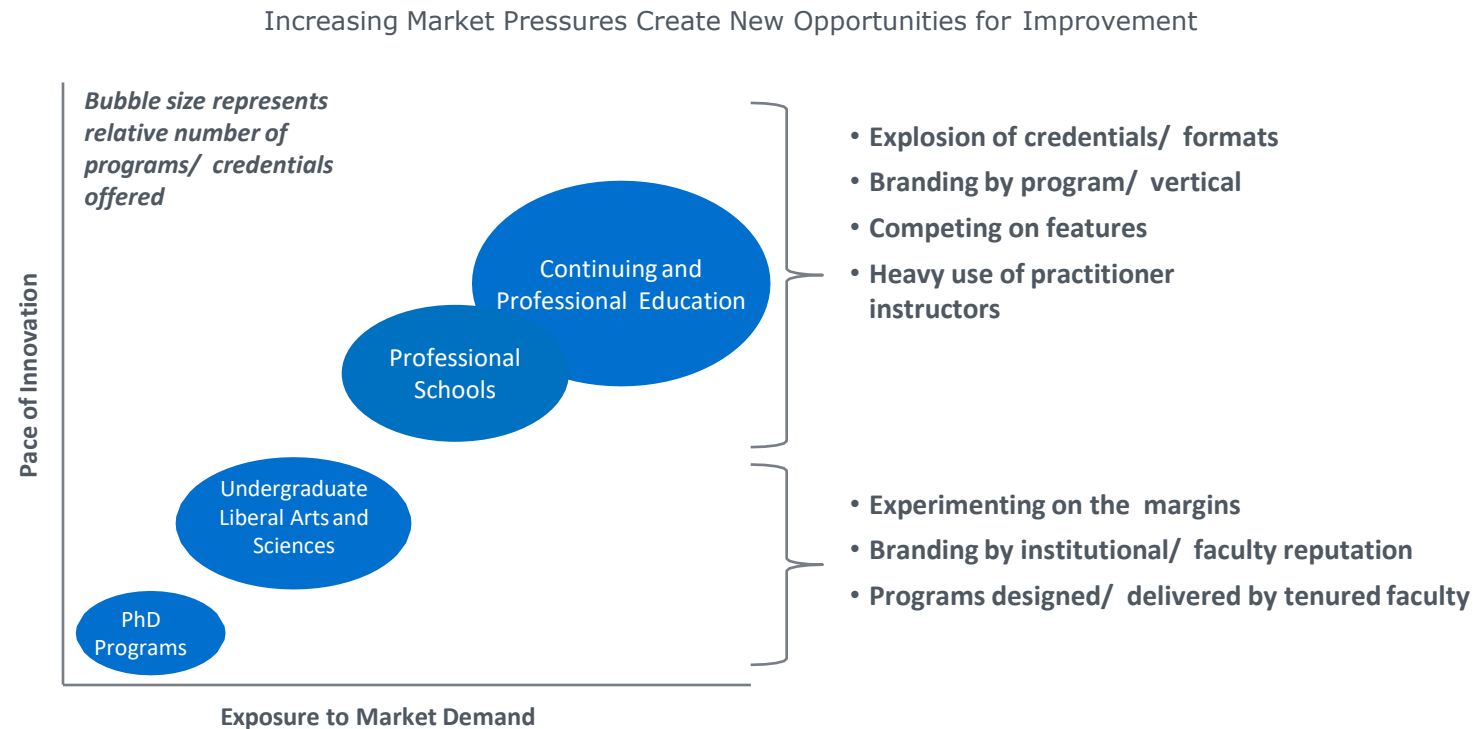


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Dr. Sheila LeBlanc

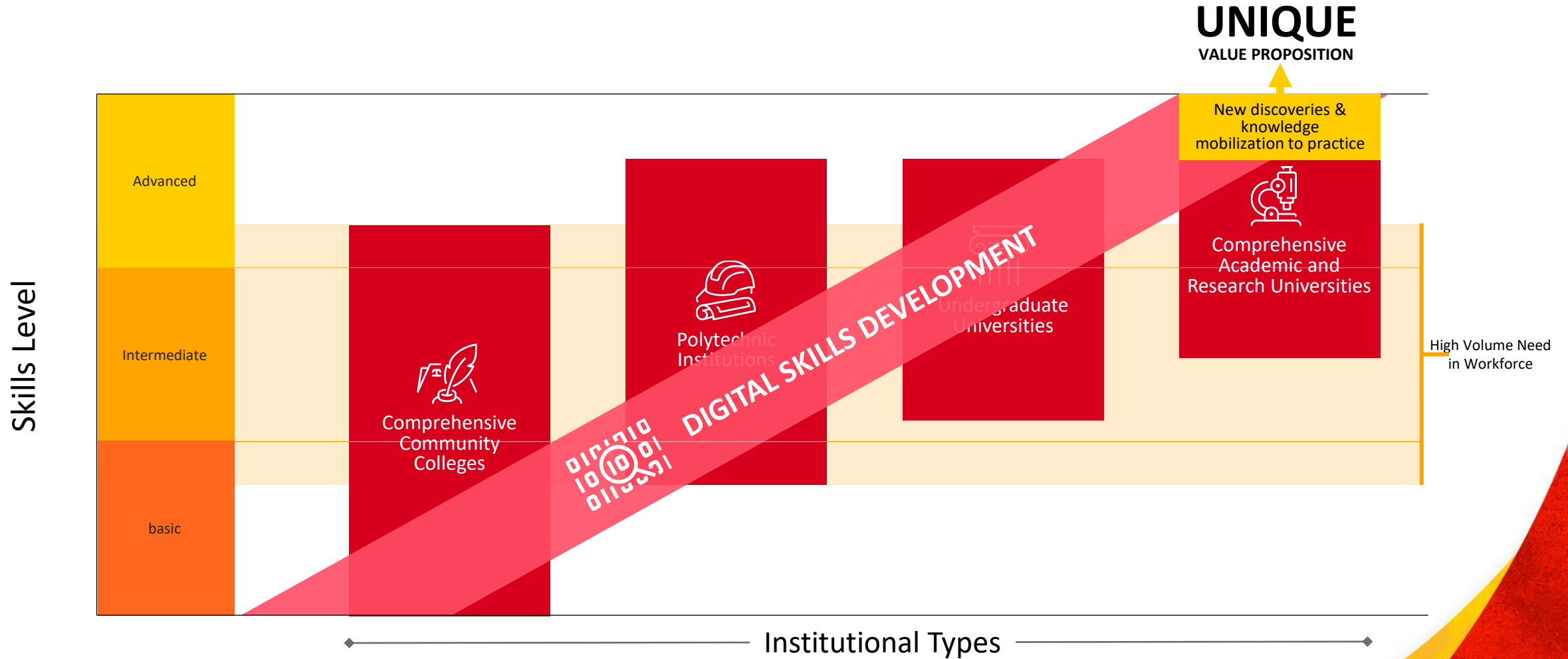
Associate Vice President, Continuing Education

Alternative Credential and Short Cycle Programming Growth – *the Rise of Micro-credentials*



Source: Education Advisory Board, (2021). The Agile University-Building Personal And Organizational Competencies to Respond to a Changing Environment, Washington, DC

Differentiated Roles in Skills Development



Value of Building *Advanced Skill* Micro-credential Training Programs

- Knowledge mobilization - activate new knowledge through practice
- Respond to the changing needs of learners and society
- Serve Alumni and professional community through ongoing professional upskilling and reskilling
- Opportunity for revenue generation
- Opportunity to recruit non-traditional graduate students
- Reputational links to flagship learning programs in global institutional rankings



Building a Micro-credential Ecosystem at UCalgary

TODAY:

- Establish the Governance Framework

NEXT STEPS:

- Test and implement block-chain verified badging and digital wallet system (MyCreds)
- Create operational processes and procedures
- Explore micro-credential development grants and funding models
- Develop and offer ideation workshop for interested faculty members

Thank you!

Questions?



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GENERAL FACULTIES COUNCIL
ACTION BRIEFING NOTE - For Approval

SUBJECT: Revisions to the Student Appeals Policy Suite (the *Student Misconduct and Academic Appeals Policy*, the *University Appeals Committee Procedure*, and the *Faculty Appeals Committee Procedure*)

MOTION:

That the General Faculties Council (GFC) approve the revisions to the *Student Misconduct and Academic Appeals Policy*, the *University Appeals Committee Procedure*, and the *Faculty Appeals Committee Procedure*, effective July 1, 2024, as set out in the documents provided to the GFC and as recommended by the GFC Executive Committee.

PROPONENTS

Jacqueline Lacasse, General Counsel
Melissa Morrison, Associate General Counsel, Litigation, Student Appeals, and Policy
Michelle Speta, Associate Secretary, University Secretariat & Student Appeals Office

REQUESTED ACTION

The General Faculties Council is asked to review and approve the proposed changes to the *Student Misconduct and Academic Appeals Policy*, the *University Appeals Committee Procedure*, and the *Faculty Appeals Committee Procedure*.

Associated changes to the *University Appeals Tribunal Procedure* have been submitted to the Board of Governors for approval and are included in this package for information.

OVERVIEW

The objective of the proposed changes is to improve the experience for all stakeholders involved in appeals, particularly students, by making the appeals process simpler to navigate in alignment with strategy four in *Ahead of Tomorrow*. The following is a summary of those changes:

- Aligning the jurisdiction of the Faculty of Graduate Studies' Faculty Appeals Committee (FAC) with that of our other faculty appeals committees;
- Making the Postgraduate Medical Education (PGME) Appeals Committee the final level of appeal for all PGME Resident academic appeals;
- Shared Appeal Review Administrators and panel members between the University Appeals Committee (UAC) and University Appeals Tribunal (UAT);
- Changing the Appeal Review Administrator for Non-Academic Misconduct to address a conflict; and
- Clarifying language added to procedures to better explain grounds of appeal, types of appealable decisions, and enhance Student Appeals Office oversight of faculty-level appeals.

BACKGROUND

The current Student Appeals Policy suite came into effect on January 1, 2019, whereby all decisions within the scope of the *Student Misconduct and Academic Appeals Policy* can move through two levels of appeal within the University. The first level of appeal involves the student appealing a decision that impacts them (e.g., a requirement to withdraw for

academic reasons). The second level of appeal only allows the student to appeal the decision of the panel who heard the first appeal, and on narrow, procedural grounds.

Initially, the proposed revisions included the removal of the second level of appeal, bringing us in alignment with our peers such as the University of Alberta and the University of British Columbia. Overall, positive feedback was received about this change during consultation, with the exception of the Students' Union. Thus, it was decided to hold on the removal of the second level of appeal to allow more time for further consultation with the Students' Union to better understand and address their concerns, with the aim of revisiting it at the next review of this policy suite.

ROUTING AND PERSONS CONSULTED

Consultation included the Vice-Provost (Student Experience), the Student Ombuds, the Director of the Mental Health Strategy and Senior Director of Student Wellness, the Student Conduct Office, the Management and Professional Staff (MaPS) Executive Committee, the University of Calgary Faculty Association (TUCFA), current Appeal Review Administrators and members of the UAC and UAT, the Faculty of Graduate Studies, the Graduate Students' Association, the Students' Union, current members of the PGME Policy Committee and PGME Appeals Committee, the Office of Equity, Diversity, and Inclusion, and the Office of Indigenous Engagement (Working Circle 6).

<u>Progress</u>	<u>Body</u>	<u>Date</u>	<u>Approval</u>	<u>Recommendation</u>	<u>Discussion</u>	<u>Information</u>
	Deans' Council	2024-04-04			X	
	Human Resources and Governance Committee	2024-04-15			X	
	General Faculties Council Executive Committee	2024-04-17			X	
	Executive Leadership Team	2024-05-02		X		
	General Faculties Council Executive Committee	2024-05-15		X		
	Board of Governors Executive Committee	2025-05-27		X		
X	General Faculties Council	2024-06-13	X			
	Board of Governors	2024-06-14	X			

SUPPORTING MATERIALS

1. Student Misconduct and Academic Appeals Policy – with tracked changes
2. UAC Procedure – with tracked changes
3. FAC Procedure – with tracked changes
4. UAT Procedure – with tracked changes (for information)



Student Misconduct and Academic Appeals Policy

<p>Classification Governance</p>	<p>Table of Contents</p> <p>1 Purpose.....1</p> <p>2 Scope1</p> <p>3 Definitions2</p> <p>4 Policy Statement.....3</p> <p>5 Procedure4</p> <p>6 Responsibilities7</p> <p>7 Appendices8</p> <p>8 Related Policies.....8</p> <p>9 Related Procedures.....8</p> <p>10 Related Instructions/Forms8</p> <p>11 Related Information.....8</p> <p>12 History9</p>
<p>Approval Authority General Faculties Council</p>	
<p>Implementation Authority University Secretary</p>	
<p>Effective Date January 1, 2019</p>	
<p>Last Reviewed June 10, 2021 <u>June 13, 2024</u></p>	

1 Purpose

- 1.1** The purpose of this policy is to identify the appeal bodies, and the principles and procedures for appeals of decisions regarding:
- a) Student Academic Misconduct,
 - b) Student Non-Academic Misconduct,
 - c) Academic Progression Matters, and
 - d) Academic Assessments and Graded Term Work.

2 Scope

- 2.1** This policy applies to an appeal of a:
- a) Student Academic Misconduct decision;
 - b) Student Non-Academic Misconduct decision;
 - c) decision regarding Academic Progression Matters;
 - d) decision regarding Academic Assessment or Graded Term Work;
 - e) decision made by the University Appeals Committee;
 - f) decision made by a Faculty Appeals Committee regarding an Academic Assessment.
 - ~~g) decision made by the PGME Appeals Committee.~~



3 Definitions

3.1 In this policy:

- a) “Academic Assessment” means the determination of a Student’s final level of achievement in a specific course or ~~G~~graduate Student milestone, and includes: final assessment(s); credit or fail designations; graduate thesis examinations or candidacy components; if specified in a course outline, assessments of all aspects of professional behaviour; and as further defined in the ~~University and Graduate Studies Academic Calendar, s and Academic Regulations.~~
- b) “Academic Progression Matter” means a matter regarding a Student’s academic achievement in the Student’s program. Academic Progression Matters include: assessments of all aspects of professional behaviour as required in University documents other than a course outline; dismissals; or the requirement to withdraw. Academic Progression Matters do not include: decisions regarding Academic Assessments, Admissions/Program Transfers, or Student Academic Misconduct.
- ~~c)~~ “~~Academic Regulations~~” means ~~the regulations applicable to a Student’s enrollment at the University as found in the University and Graduate Studies Calendars and within each faculty.~~
- ~~d)~~c) “Appeal Hearing” means either a written or oral process to review and decide an appeal before a Faculty Appeals Committee, the University Appeals Committee, or the University Appeals Tribunal.
- ~~e)~~d) “Appellant” means a Student who appeals a decision about themselves.
- ~~f)~~e) “Faculty Appeals Committee” means the committee constituted to hear appeals of Academic Assessments or Graded Term Work and includes: the Faculty of Graduate Studies Appeals Committee and the Continuing Education Unit Appeals Committee.- The Postgraduate Medical Education (PGME) Appeals Committee is not a Faculty Appeals Committee. If there is no relevant faculty council, the General Faculties Council will establish an appropriate appeals committee.
- ~~g)~~ “~~Faculty of Graduate Studies Appeals Committee~~” means ~~the Faculty Appeals Committee of the Faculty of Graduate Studies.~~
- ~~h)~~f) “Graded Term Work” refers to graded term work as described in the *Reappraisal of Graded Term Work* section of the Academic Regulations of the University Academic Calendar.
- ~~i)~~g) “Ground of Appeal” means a reason that an appeal is being made.
- ~~j)~~h) “PGME Appeals Committee” means the Postgraduate Medical Education Appeals Committee of the Cumming School of Medicine.



- ~~k)j)~~ “Procedural Fairness” means that an Appellant and a Respondent have the opportunity to be heard by an unbiased decision maker and to be made aware of all evidence considered by the decision maker. Procedural Fairness is about the procedures used to make a decision, not the actual outcome of the decision.
- ~~h)j)~~ “Reasonable Apprehension of Bias” generally means that a reasonable and informed person, viewing the matter realistically and practically, would think that it is more likely than not that a decision maker was biased in respect of the decision under appeal.
- ~~m)k)~~ _____ “Respondent” means a person who responds to an appeal.
- ~~l)~~ “Student” means an individual who is registered in a course or program of study with the University, whether for credit or not, at the time the subject matter of the decision under appeal occurred.
- ~~n)m)~~ _____ “Graduate Student” means a Student registered with the Faculty of Graduate Studies at the University at the time the subject matter of the decision under appeal occurred.
- ~~o)n)~~ “Student Academic Misconduct” means plagiarism, cheating or other academic misconduct as defined in the Student Academic Misconduct Policy.
- ~~p)o)~~ “Student Non-Academic Misconduct” means conduct that is prohibited as outlined in Appendix 1: Prohibited Conduct of the Student Non-Academic Misconduct Policy.
- ~~q)p)~~ “University Appeals Committee” means the delegate of the General Faculties Council having the powers and authorities set out in the University Appeals Committee Procedure.
- ~~r)q)~~ “University Appeals Tribunal” means the delegate of the Board of Governors having the powers and authorities set out in the University Appeals Tribunal Procedure.
- ~~s)r)~~ “University” means the University of Calgary.

4 Policy Statement

4.1 Appeals pursuant to this policy will:

- a) be confidential,
- b) provide Procedural Fairness,
- c) strive for consistency in terms of its decisions,
- d) be administratively efficient, and
- e) contribute to a fair and just University.



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- 4.2 An Appellant submitting an appeal under this policy must meet the requirements of this policy and the relevant procedure.
- 4.3 Appeal Hearings will respect the rights of an Appellant and a Respondent to Procedural Fairness.
- 4.4 Regardless of the type of decision being appealed or the grounds of appeal brought forward by an Appellant in an appeal, in conducting an Appeal Hearing, Faculty Appeals Committees, the University Appeals Committee and the University Appeals Tribunal will usually review whether the decision being appealed:
 - a) was made with Procedural Fairness, and
 - b) falls within a range of reasonable outcomes.
- 4.5 In the event there is a conflict with any other University, faculty or University unit policy, procedure, regulation or standard regarding appeals of:
 - a) Student Academic Misconduct decisions,
 - b) Student Non-Academic Misconduct decisions,
 - c) Academic Assessments,
 - d) Graded Term Work, or
 - e) decisions regarding Academic Progression Matters,
 this policy takes precedence.
- 4.6 Nothing in this policy prevents anyone, including professional licensing bodies, from proceeding with civil, administrative or criminal actions independent of any University appeal process.

5 Procedure

Appeal Bodies and Levels

- 5.1 Appeals of Academic Assessments or Graded Term Work are made in accordance with the appeal procedure in the faculty or University unit offering the course, including to the appropriate Faculty Appeals Committee, which is the final level of appeal for Graded Term Work. The University Appeals Committee is the final level of appeal for Academic Assessments.
- 5.2 Notwithstanding Section 5.1, an appeal by a Ggraduate Student of an Academic Assessment regarding a thesis exam~~ination~~ or candidacy component, regardless of whether that does not results in the Ggraduate Student being required to withdraw, is made ~~first~~ to the Faculty of Graduate Studies Appeals Committee and then to the University Appeals Committee, which is the final level of appeal for Academic Assessments. Any resulting requirement to withdraw decision must be



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appealed separately to the University Appeals Committee as an Academic Progression matter.

5.3 Appeals of Student Non-Academic Misconduct decisions, Student Academic Misconduct decisions or Academic Progression Matters are made first to the University Appeals Committee, and then to the University Appeals Tribunal, which is the final level of appeal for these decisions.

5.4 ~~Notwithstanding Sections 5.1, 5.2 and 5.33, all Academic Assessment and Academic Progression appeals of Academic Assessments, Academic Progression Matters or Student Academic Misconduct decisions for appeals by students registered in the postgraduate medical education program (PGME) the PGME program (Residents) must proceed first through the Cumming School of Medicine appeal process, including are made to the PGME Appeals Committee in accordance with their appeals policy the Postgraduate Medical Education Resident Appeals Policy. The PGME Appeals Committee is the only and final level of appeal for academic matters for Residents of the PGME Program. Appeals of PGME Appeals Committee decisions regarding Academic Assessments or Academic Progression Matters are made to the University Appeals Committee, which is the final level of appeal for these decisions. Appeals of PGME Appeals Committee decisions regarding Student Academic Misconduct are made to the University Appeals Tribunal, which is the final level of appeal for these decisions.~~

5.5 Notwithstanding Section 5.4, all Academic Misconduct and Non-Academic Misconduct appeals by students registered in the PGME program (Residents) are made to the University Appeals Committee.

Grounds of Appeal for Student Academic Misconduct and Student Non-Academic Misconduct Decisions

5.45.6 As Student Academic Misconduct decisions and Student Non-Academic Misconduct decisions involve disciplinary action by the University, an Appellant may appeal a Student Academic Misconduct decision or a Student Non-Academic Misconduct decision on one or more of the following grounds:

- a) relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed;
- b) the decision being appealed was made in a procedurally unfair way;
- c) there was a reasonable apprehension of bias on the part of a person who made the decision being appealed;
- d) the decision maker did not have the authority to make the decision or to impose the sanctions;
- e) the decision, or the severity of the sanction, or both, is unreasonable; or



- f) any other ground.

Grounds of Appeal for Academic Assessments and Academic Progression Matters

5-55.7 As Academic Assessments and Academic Progression Matters do not involve disciplinary action by the University, an Appellant may only appeal Academic Assessments or Academic Progression Matters to the University Appeals Committee on one or more of the following grounds:

Academic Assessments:

- ~~a) relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed;~~
- a) the decision being appealed was made in a procedurally unfair way; or
- b) there was a reasonable apprehension of bias on the part of a person who made the decision being appealed.

Academic Progression Matters: (with the exception of Academic Progression Decisions of the PGME Appeals Committee):

- a) relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed;
- b) the decision contained an error in the application of the relevant Academic Calendar Regulations; or
- c) there was a reasonable apprehension of bias on the part of a person who made the decision being appealed.

Academic Progression Decisions of the PGME Appeals Committee:

- ~~a) relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed;~~
- ~~b) the decision being appealed was made in a procedurally unfair way; or~~
- ~~c) there was a reasonable apprehension of bias on the part of a person who made the decision being appealed.~~

5-65.8 Notwithstanding Section 5.76, an Appellant may only appeal Academic Progression decisions of the University Appeals Committee panel to the University Appeals Tribunal on one or both of the following grounds:

- a) the decision being appealed was made in a procedurally unfair way; or
- b) there was a reasonable apprehension of bias on the part of a person who made the decision being appealed.



General

5-75.9 In general, Academic Assessments, Graded Term Work and decisions regarding Academic Progression Matters or Academic Misconduct should be made as close as possible to the level at which the academic competence resides.

5-85.10 Dissatisfaction with a decision or with a University, faculty or University unit policy, procedure, regulation or standard is not a Ground of Appeal.

5-95.11 In general, events or academic performance that occur after the date of the decision being appealed are not considered to be relevant new information.

5-105.12 An Appellant must exhaust all decision making and appeal processes at the faculty, University unit, Faculty Appeals Committee, ~~PGME Appeals Committee~~ or the Student Conduct Office before submitting an appeal under this policy and the related procedures.

5-115.13 A Faculty Appeals Committee, the University Appeals Committee or the University Appeals Tribunal may place any appeal made under this policy on hold, pending the outcome of any related University processes or any proceedings associated with a professional code and/or any other proceeding independent of the University appeal process.

6 Responsibilities

6.1 The University Student Appeals Office will:

- a) coordinate the process for appointing members to the University Appeals Committee and to the University Appeals Tribunal;
- b) organize panels for the University Appeals Committee and the University Appeals Tribunal in accordance with the relevant procedures;
- c) provide training and ongoing consultative support to ~~the members of~~ Faculty Appeals Committees, the PGME Appeals Committee, ~~members of~~ the University Appeals Committee, and ~~members of~~ the University Appeals Tribunal;
- d) respond to inquiries and questions about the process of making an appeal under this policy; and
- e) receive and coordinate appeals in accordance with this policy and its procedures.

6.2 Students will:

- a) be familiar with their rights and responsibilities under this policy and its procedures.

6.3 Faculties and University units will each:



- a) establish Faculty Appeals Committees, and in the case of the PGME Program establish an appeals committee, as well as appeals procedures, with oversight from the University Student Appeals Office;
- b) be familiar with their rights and responsibilities under this policy and its procedures; and
- c) ensure the faculty, the University unit, and any departments within the faculty or unit are familiar with this policy and its procedures and utilize the training materials provided by the University Student Appeals Office.

7 Appendices	<u>Summary Diagram of Student Misconduct and Academic Appeals Process</u>
8 Related Policies	<u>Code of Conduct Policy</u> <u>Acceptable Use of Electronic Resources and Information Policy</u> <u>Harassment Policy</u> <u>Privacy Policy</u> <u>Research Integrity Policy</u> <u>Sexual and Gender Based Violence Policy</u> <u>Student Academic Misconduct Policy</u> <u>Student Non-Academic Misconduct Policy</u>
9 Related Procedures	<u>University Appeals Committee Procedure</u> <u>University Appeals Tribunal Procedure</u> <u>Faculty Appeals Committee Procedure</u> <u>Student Academic Misconduct Procedure</u> <u>Student Non-Academic Misconduct Procedure</u> <u>Individual Faculty Appeals Committee Procedures</u>
10 Related Instructions/Forms	<u>Student Appeal Submission Form</u>
11 Related Information	<u>www.ucalgary.ca/secretariat/student-appeals</u>



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12 History

Approved: June 14, 2018

Effective: January 1, 2019

Revised: June 10, 2021 effective for July 1, 2021

Revised: June 14, 2024 effective for July 1, 2024



University Appeals Committee Procedure

Classification Governance	<p>Table of Contents</p> <p>1 Purpose 1</p> <p>2 Scope 1</p> <p>3 Definitions 1</p> <p>4 Procedure 3</p> <p>5 Parent Policy..... 16</p> <p>6 History 17</p>
Approval Authority General Faculties Council	
Implementation Authority University Secretary	
Effective Date January 1, 2019	
Last Reviewed June 10, 2021 <u>June 13, 2024</u>	

- 1 Purpose**
 - 1.1** The purpose of this procedure is to outline both the authority of the University Appeals Committee and the procedures for appeals made to the University Appeals Committee.

- 2 Scope**
 - 2.1** This procedure applies to appeals made to the University Appeals Committee.

- 3 Definitions**
 - 3.1** In this procedure:
 - a) “Academic Assessment” means the determination of a Student’s final level of achievement in a specific course or graduate Student milestone, and includes: final assessment(s); credit or fail designations; graduate thesis examinations and candidacy components; and, if specified in a course outline, assessments of all aspects of professional behavior; and as further defined in the University and Graduate Studies Academic Calendar, s and Academic Regulations.
 - b) “Academic Progression Matter” means a matter regarding a Student’s academic achievement in the Student’s program. Academic Progression Matters include: assessments of all aspects of professional behaviour as required in University documents other than a course outline; dismissals; or the requirement to withdraw. Academic Progression Matters do not include: decisions regarding Academic Assessments, Admissions/Program Transfers, or Student Academic Misconduct.
 - c) “Academic Staff Member” means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the



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Collective Agreement between the Faculty Association of the University and the Governors of the University in effect at the relevant time.

- d) “Advisor” means an individual who will assist the Appellant or the Respondent during an appeal. Individuals who may be an Advisor include: legal counsel; the Student Ombuds; a traditional knowledge keeper, a peer or a family member.
- e) “Appeal Hearing” means either a written or oral process to review and decide an appeal before the University Appeals Committee.
- f) “Appeal Review Administrator” means an Academic Staff Member ~~or the Vice-Provost (Student Experience)~~ who, as a members of the University Appeals Committee, ~~is/are~~ given the authority set out in this procedure to decide whether an appeal will be heard.
- g) “Appellant” means a Student who appeals a decision about themselves.
- h) “Business Days” means days that the University is open for business, excluding weekends and holiday closures.
- ~~i) “Collective Agreement” means the collective agreement between the Faculty Association of the University and the Governors of the University in effect at the relevant time.~~
- h)i) “Faculty Appeals Committee” means the committee constituted to hear appeals of Academic Assessments and includes: the Faculty of Graduate Studies Appeals Committee and the Continuing Education Unit Appeals Committee. The Postgraduate Medical Education (PGME) Appeals Committee is not a Faculty Appeals Committee. If there is no relevant faculty council, the General Faculties Council will establish an appropriate appeals committee.
- ~~i)~~ ~~“PGME Appeals Committee” means the Postgraduate Medical Education Appeals Committee of the Cumming School of Medicine.~~
- m)k) “Respondent” means a person who responds to an appeal.
- n)l) “Student” means an individual who is registered in a course or program of study with the University, whether for credit or not, at the time the subject matter of the decision under appeal occurred.
- m) “Student Academic Misconduct” means plagiarism, cheating or other academic misconduct as defined in the Student Academic Misconduct Policy.
- o)n) “Student Non-Academic Misconduct” means conduct that is prohibited as outlined in Appendix 1: Prohibited Conduct of the Student Non-Academic Misconduct Policy.



ᐅᐅ “University” means the University of Calgary.

ᐅᐅ “Witness” means someone who attends a hearing on behalf of the Appellant or Respondent and provides evidence that is relevant to the Grounds of Appeal brought by the Appellant.

4 Procedure

Deadline for Appeal to the University Appeals Committee

- 4.1** An Appellant must submit an appeal to the University Student Appeals Office on or before 11:59 PM (MT) on the tenth (10th) Business Day after the date of the written document setting out the decision being appealed. -Compliance with this deadline will be proven by the University’s electronic date and time stamp as affixed to an appeal at the time and date the appeal is received by the University Student Appeals Office.
- 4.2** The University’s Student Appeals Officeᐅ may decide to extend the deadline in Section 4.1 if a request for extension is made by the Appellant prior to the expiration of the deadline. Requests submitted after the deadline will not be considered.
- 4.3** An Appellant requesting an extension of the deadline in Section 4.1, prior to the expiration of the deadline, must submit the request in writing to the University Student Appeals Office and with their request shall provide a copy of the decision that is being appealed, the reasons for the request and the length of extension being requested.

Contents of an Appeal

- 4.4** All appeals must:
- a) include the Appellant’s UCID number and be submitted in electronic form through the University Student Appeals Office website;
 - b) attach the decision being appealed and all related documentation, including all relevant correspondence between the Appellant and the person that made the decision;
 - c) list and explain all Grounds of Appeal, and include all evidence supporting any listed grounds:
 - i. for appeals of decisions regarding Academic Progression Matters, the Appellant must-should include evidence detailing the Appellant’s plan to improve their academic standing or progress; and
 - ii. for appeals that claim there is relevant new information, the Appellant must submit all evidence that supports their claim and explain why the Appellant was not able to provide the information earlier;



- d) state the outcome(s) the Appellant is requesting from the appeal process, including reference to any University documentation that supports the requested outcome(s);
 - e) indicate whether the Appellant would prefer to not have a Student sit on the University Appeals Committee panel;
 - f) indicate whether a written or oral Appeal Hearing is preferred and why, and if a written hearing is preferred, describe how the appeal fits within the requirements set out in Section 4.14;
 - g) indicate whether the Appellant requires an accommodation or any special consideration regarding their participation in the appeal process and Appeal Hearing, and, if so, what is being requested and why; and
 - h) include a statement that all evidence and documentation provided by the Appellant in the appeal is true and accurate.
- 4.5** Should an Appellant no longer have access to their UCalgary email address, the Appellant should contact the University Student Appeals Office for instructions on how to send and receive all correspondence related to their appeal.

Receipt of an Appeal

- 4.6** Normally within two (2) Business Days following the receipt of an appeal, the University Student Appeals Office will:
- a) acknowledge receipt of the appeal and provide the Appellant with a link to this procedure and ~~a list of~~ on-campus sources of assistance; and
 - b) forward the appeal to an Appeal Review Administrator and to the Respondent, including a link to this procedure.

Permission to Appeal

- 4.7** An appeal will proceed to the University Appeals Committee only after an Appellant has been granted permission to appeal by the Appeal Review Administrator.
- 4.8** The Appeal Review Administrator has the authority to deny an Appellant permission to appeal where the Appeal Review Administrator decides that:
- a) the individual making the appeal is not an Appellant;
 - b) the Appellant has not yet exhausted the decision making process or appeal processes of the faculty, University unit, Faculty Appeals Committee, ~~PGME Appeals Committee~~, or the Student Conduct Office, as appropriate;
 - c) the appeal does not follow the requirements of the Student Misconduct and Academic Appeal Policy or this procedure;



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- d) the University Appeals Committee does not have the authority to decide the appeal;
- e) the Grounds of Appeal do not fall within the grounds allowed under the Student Misconduct and Academic Appeals Policy, are clearly without merit, or do not otherwise justify an Appeal Hearing;
- f) the relevant new information included in the appeal could have reasonably been presented earlier;
- g) the appeal is being brought solely due to the Appellant's dissatisfaction with the decision or with a University, faculty or University unit policy, procedure, regulation or standard;
- h) the outcome the Appellant is seeking must be requested through an alternate University process;
- i) the appeal has already been decided by the University Appeals Committee; or
- j) the Appellant had previously, and in an informed manner, waived their right to appeal.

4.9 If permission to appeal is granted, the Appeal Review Administrator has the authority to decide whether any requested accommodation or special consideration is to be given to the Appellant, including whether the Appeal Hearing is to be prioritized.

4.10 The Appeal Review Administrator will provide their written decision to the University Student Appeals Office normally within ten (10) Business Days of receipt of the appeal. The University Student Appeals Office will distribute a copy of the decision to the Appellant and the Respondent and to such other individuals as the Appeal Review Administrator decides are appropriate or necessary.

Appellant's Responsibility and Standard of Proof

4.11 If permission to appeal is granted, the Appellant is responsible to satisfy the University Appeals Committee that the Appellant's evidence or position is more likely than not to have occurred or to be accurate. This is referred to as the balance of probabilities standard of proof.

Resolution of Appeal Prior to the Appeal Hearing

4.12 In the event the matter is resolved prior to an Appeal Hearing, the Appellant will withdraw the appeal through notice to the University Student Appeals Office.

Procedures Prior to an Appeal Hearing



- 4.13** Normally within three (3) Business Days following the distribution of the Appeal Review Administrator’s decision granting permission to appeal, the University Student Appeals Office will:
- a) provide the names of the University Appeals Committee panel members to the Appellant and the Respondent;
 - b) provide the date, time and location that will be used in the event of an oral Appeal Hearing to the Appellant and Respondent;
 - c) advise the Respondent that a written response to the appeal is required within ten (10) Business Days, and that the response is to include the following:
 - i. all documents and evidence relating to the decision that is being appealed, including all relevant University, faculty or University unit policies, procedures, regulations and standards and any relevant professional accreditation information;
 - ii. a response to the Appellant’s Grounds of Appeal;
 - iii. for Academic Progression Matters, a response to the Appellant’s plan to improve their academic standing;
 - iv. a response to the outcome requested by the Appellant, including reference to any University documentation that supports the outcome of the decision being appealed; and
~~v.~~—whether a written or oral Appeal Hearing is preferred and why; and
~~vi-v.~~ and
 - d) advise the Appellant and the Respondent that they are expected to participate in the Appeal Hearing, and that if they do not attend an oral Appeal Hearing or participate in a written Appeal Hearing, that the University Appeals Committee may proceed and make its decision in their absence.

Form of Appeal Hearing

4.14 In certain circumstances, including where:

- a) the appeal is only related to whether the sanction imposed was too severe;
- b) the Appellant and the Respondent agree on the relevant facts;
- c) the appeal is about an Academic Progression matter; ~~or~~
- d) the Appellant and the Respondent agree that the Appeal Hearing should be written; or
- e) the panel chair determines that an oral hearing is not necessary.



the University Appeals Committee panel chair may decide that a written Appeal Hearing will occur.

- 4.15** Normally, the University Appeals Committee panel chair will make their decision about the form of the Appeal Hearing within three (3) Business Days of the University Student Appeals Office's receipt of the Respondent's materials.

Challenge to Panel Membership

- 4.16** The Appellant and Respondent have five (5) Business Days after the receipt of the names of the panel members to submit a challenge requesting that a panel member not participate in the Appeal Hearing.
- 4.17** Challenges may only be made where it is claimed that a panel member has a conflict of interest that may prevent a fair decision being made.
- 4.18** Challenges must be submitted to the University Student Appeals Office. The University Student Appeals Office will forward any challenge received to the University Appeals Committee panel chair for a decision. However, where a challenge is about the University Appeals Committee panel chair, the University Student Appeals Office will make the decision.
- 4.19** If the University Appeals Committee panel chair's or University Student Appeals Office's decision requires the membership of the University Appeals Committee panel to be changed, the University Student Appeals Office will provide the names of the new panel to the Appellant and the Respondent normally within three (3) Business Days of that decision.

Submissions Regarding Process Matters Prior to the Appeal Hearing

- 4.20** An Appellant or a Respondent must submit any requests in writing relating to the Appeal Hearing process, including requests for time extensions, to the University Student Appeals Office as soon as possible.
- 4.21** The University Student Appeals Office will forward any requests to the University Appeals Committee panel chair for a decision.
- 4.22** The University Appeals Committee panel chair may decide to grant a request if the panel chair is of the view that there are reasonable grounds for the request and there is a minimal impact to the other party.

Appeal Hearing Date and Appeal Hearing Materials

- 4.23** Appeal Hearings are intended to proceed in a timely manner, and the Appeal Hearing date will normally be set to occur within thirty (30) Business Days of the permission to appeal decision.
- 4.24** For oral Appeal Hearings, the University Student Appeals Office will normally establish pre-set Appeal Hearing dates. The soonest available Appeal Hearing date



that allows a Respondent and Appellant a reasonable time to provide their evidence and to receive notice will normally be selected.

- 4.25** Priority may be given to appeals in the manner decided by the University Student Appeals Office.
- 4.26** For oral Appeal Hearings, the University Student Appeals Office will provide the panel members, the Appellant, and the Respondent with formal written notice of the Appeal Hearing, including a reminder of the date, time and location, along with a copy of:
- a) the appeal;
 - b) the Respondent's response; and
 - c) any other documentation received from either the Appellant or the Respondent, or that the University Appeals Committee may consider;
- normally at least five (5) Business Days prior to the Appeal Hearing.

Advisors

- 4.27** An Appellant and a Respondent are expected to speak on their own behalf in an oral Appeal Hearing, including to provide their evidence, to respond to questions, and to ask questions of the other party.
- 4.28** An Appellant and a Respondent may be accompanied by one Advisor each.
- 4.29** An Advisor is not a Witness. An Advisor provides assistance and support to an Appellant or Respondent during an oral Appeal Hearing, and does not normally address the University Appeals Committee panel or the other party.
- 4.30** If either an Appellant or a Respondent plans on having an Advisor attend an oral Appeal Hearing, that party must provide the name and occupation or relationship of the Advisor to the Appellant or Respondent to the University Student Appeals Office as soon as possible, but no later than three (3) Business Days before the Appeal Hearing.
- 4.31** An Appellant who wishes to have an Advisor speak on their behalf should submit their request as part of their appeal and as a request for accommodation or special consideration. -However, requests following the issuance of the permission to appeal decision, or requests from the Respondent to have an Advisor speak on their behalf, may still be made to the University Student Appeals Office no later than three (3) Business Days before the start of the oral Appeal Hearing.
- 4.32** The University Student Appeals Office will forward any requests to the University Appeals Committee panel chair for a decision.



- 4.33** An Appellant and a Respondent are each responsible for making all arrangements for their Advisor to attend the oral Appeal Hearing and are responsible for any costs associated with their Advisor's attendance.

Witnesses

- 4.34** If either the Appellant or Respondent will have a Witness attend an oral Appeal Hearing to provide evidence, that party must provide a Witness list, including the occupation or relationship of each Witness to the Appellant or Respondent, to the University Student Appeals Office no later than five (5) Business Days before the Appeal Hearing.
- 4.35** The University Student Appeals Office will advise the University Appeals Committee panel and the other party know of a Witness' planned attendance at the oral Appeal Hearing shortly after receiving the information provided in Section 4.34.
- 4.36** If the University Appeals Committee panel chair decides that a written summary of the evidence a Witness will provide would be useful in addition to having the Witness appear at the oral Appeal Hearing, the panel chair will request a written summary and direct the University Student Appeals Office to amend the Appeal Hearing schedule so that such a summary can be received and reviewed prior to the Appeal Hearing.
- 4.37** An Appellant and a Respondent are each responsible for making all arrangements for their Witness(es) to attend the oral Appeal Hearing and responsible for any costs associated with their Witness(es) attendance.
- 4.38** The University Appeals Committee panel may limit the statements and questioning of Witnesses to those matters the panel considers relevant to the appeal.
- 4.39** A Witness will normally only attend an oral Appeal Hearing during the time they are ~~providing evidence and~~ responding to questions.

Conduct of Written Appeal Hearings

- 4.40** Where the University Appeals Committee panel chair decides that the Appeal Hearing will be in writing, the University Student Appeals Office will provide the panel members, the Appellant and the Respondent with written notice of the panel chair's decision, along with:
- a) a copy of this procedure;
 - b) the appeal;
 - c) the Respondent's response to the appeal;
 - d) any other documentation received from either the Appellant or the Respondent, or that the University Appeals Committee may consider;



- e) if the panel has questions for the Appellant or the Respondent, what those questions are and the date that responses must be provided; and
 - f) the date on which the Appellant must provide any final submissions to the panel for consideration.
- 4.41** Following receipt and review of all appeal documentation, the University Appeal Committee panel will deliberate and make its decision. Members of the University Student Appeals Office, legal counsel for the University Appeals Committee, or both, may attend University Appeals Committee deliberations.

Conduct of Oral Appeal Hearings

- 4.42** The University Appeals Committee panel chair will conduct an oral Appeal Hearing in a manner that the panel chair considers fair and reasonable.
- 4.43** An oral Appeal Hearing will normally follow these procedures:
- a) the panel chair will introduce everyone in the room, provide an overview of the process, confirm that there are no conflict of interest matters, and summarize the appeal and the issues to be decided;
 - b) the panel chair will invite the Appellant to present their case;
 - c) the panel chair will invite the Respondent to question the Appellant. All questions will be directed through the panel chair;
 - d) the panel may question the Appellant;
 - e) if the Appellant has Witnesses, the Appellant's Witnesses will be called one at a time and will be invited ~~to provide information and~~ to respond to questions;
 - f) the panel chair will then invite the Respondent to present their case;
 - g) the panel chair will invite the Appellant to question the Respondent. All questions will be directed through the panel chair;
 - h) the panel may question the Respondent;
 - i) if the Respondent has Witnesses, the Respondent's Witnesses will be called one at a time and will be invited ~~to provide evidence and~~ to respond to questions;
 - j) the panel chair will invite the Respondent to make a brief summary statement in closing;



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k) the panel chair will invite the Appellant to make a brief summary statement in closing; ~~and~~

l) the panel chair will adjourn the oral Appeal Hearing and excuse the Appellant and the Respondent and their Advisors, so that the panel can deliberate in private. Members of the University Student Appeals Office, legal counsel for the University Appeals Committee, or both, may attend University Appeals Committee deliberations; and

l)m) breaks will be built into the hearing agenda as needed.-

Attendance at Oral Appeal Hearings

4.44 An Appellant and a Respondent are expected to attend an oral Appeal Hearing.

4.45 While attendance in person at an oral Appeal Hearing is preferred, the Respondent, Appellant, an Advisor or a Witness may attend over teleconference, videoconference or through some other electronic means if necessary and if so decided by the panel chair.

4.46 If an Appellant or Respondent do not attend an oral Appeal Hearing at all, the University Appeals Committee panel may choose to proceed with the Appeal Hearing in the absence of the Appellant or Respondent and may accept the written documentation submitted by the non-attending party in lieu of oral submissions made in person.

Recording of Oral Appeal Hearings

4.47 Oral Appeal Hearings will be audio recorded by the University Student Appeals Office. The recording is done for convenience purposes only and the malfunction of the recording device or loss of the recording will not invalidate, in any way, the related Appeal Hearing or University Appeals Committee decision.

4.48 No other recordings, audio or otherwise, of an oral Appeal Hearing are permitted.

4.49 The deliberations of the University Appeals Committee will not be recorded.

University Appeals Committee Decisions

4.50 Following deliberation, the University Appeals Committee panel will reach a decision. If a decision is not reached by consensus, decisions will be made by majority vote and any vote or opinion that does not align with the majority will not be recorded or included in the written decision.

4.51 The University Appeals Committee panel may seek assistance from the University Student Appeals Office and legal counsel regarding the precise form or wording of any decision.



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- 4.52** The University Appeals Committee panel will normally provide its written decision to the University Student Appeals Office for distribution to the Appellant and Respondent within ten (10) Business Days of the decision being reached. The University Student Appeals Office may will distribute a copy of the decision ~~to the Appellant and to the Respondent and~~ to such other individuals as the appeal panel has decided are appropriate or necessary.
- 4.53** Subject to Section 4.5, written decisions of the University Appeals Committee will be distributed to UCalgary email addresses.
- 4.54** A decision of a University Appeals Committee panel will normally include:
- a) the membership of the panel;
 - b) a summary of the background to the appeal;
 - c) a summary of the evidence of the Appellant and the Respondent;
 - d) the panel's findings of fact;
 - e) the panel's decision and the reasons for the decision; and
 - f) information regarding any further appeal.

Appeals

- 4.55** University Appeals Committee panel decisions regarding appeals of Academic Assessments ~~and of PGME Appeals Committee decisions regarding Academic Progression Matters~~ are final and not appealable at the University. All other decisions of the University Appeals Committee panel may be appealed to the University Appeals Tribunal.

Confidentiality, Records and Reporting

- 4.56** All appeal records will be maintained as confidential records of the University Student Appeals Office as required by applicable law and the University's policies and records retention schedule. Appeal records will only be made available by the University Student Appeals Office to authorized users with a legitimate need for the information. Any other request for appeal records must be handled through the University's access to information process.
- 4.57** Reports and statistics compiled by the University Student Appeals Office will not include identifiable information about an individual.
- 4.58** Oral Appeal Hearings will not be open to the public.
- 4.59** Members of the University Student Appeals Office or legal counsel, or both, may attend oral Appeal Hearings in support roles for the University Appeals Committee. At the discretion of the University Appeals Committee panel chair, observers may attend an Appeal Hearing, but will not play an active role in the Appeal Hearing.



Concerns Regarding Implementation of University Appeals Committee Decision

- 4.60** Should an Appellant have a concern that the Respondent has not carried out any action required by the University Appeals Committee in a University Appeals Committee decision, the concern should be submitted to the University Student Appeals Office.
- 4.61** The University Student Appeals Office will forward the concern to a University Appeals Committee panel chair for determination of whether any further investigation or direction is needed.

Service and Notification

- 4.62** All submissions made to the University Student Appeals Office must be made in written electronic form in accordance with the process set out on the University Student Appeals Office Website: <https://www.ucalgary.ca/secretariat/student-appeals>
- 4.63** All communication from the University Student Appeals Office regarding an appeal will be sent from appeals@ucalgary.ca.
- 4.64** Correspondence from the University Student Appeals Office is deemed to have been received two (2) Business Days following the date of an email correspondence.

Decisions of the Appeal Review Administrator, University Student Appeals Office or University Appeals Committee Panel Chair

- 4.65** A decision made by an Appeal Review Administrator, the University Student Appeals Office or a University Appeals Committee panel chair in accordance with this procedure is final and not appealable at the University.
- 4.66** In making a decision, the Appeal Review Administrator, University Student Appeals Office or the University Appeals Committee panel chair may request further information, consult with the University Student Appeals Office or legal counsel, or, in the case of a University Appeals Committee panel chair, with the members of the University Appeals Committee panel.

Authority and Responsibility of the University Appeals Committee

- 4.67** The General Faculties Council has delegated to the University Appeals Committee the authority and responsibilities detailed in this procedure.
- 4.68** The University Appeals Committee will hear and decide appeals regarding:
- a) Academic Assessments,
 - b) Academic Progression Matters,
 - c) Student Non-Academic Misconduct, and



- d) Student Academic Misconduct,
as contemplated in the Student Misconduct and Academic Appeals Policy.

4.69 The University Appeals Committee has the authority to:

- a) confirm a decision being appealed;
- b) reverse a decision, or part of a decision being appealed;
- c) void the decision being appealed and substitute its own decision, except that decisions being appealed regarding Academic Assessments must instead be returned to the Faculty Appeals Committee or University unit for reconsideration; and
- d) assess a different sanction or outcome, including a more onerous sanction, in accordance with the University's, faculty's, or University unit's policies, procedures, regulations or standards.

4.70 Subject to the rights of an Appellant and a Respondent set out in the Student Misconduct and Academic Appeal Policy:

- a) the University Appeals Committee is not required to observe strict legal procedures or rules of evidence; and
- b) if any procedural matter is not dealt with in this procedure, a constituted panel of the University Appeals Committee may establish an appropriate procedure for the appeal it is hearing.

4.71 The University Appeals Committee will, with the assistance of the University Student Appeal Office, submit an annual report on the nature and number of appeals and decisions to the General Faculties Council.

Composition of the University Appeals Committee

4.72 Membership of the University Appeals Committee will be appointed as follows:

a) ten (10) Appeal Review Administrators will be appointed by the General Faculties Council Executive Committee. ~~To the extent possible, each Appeal Review Administrator will come from a different faculty at the University. These may be the same individuals as those appointed to the University Appeals Tribunal.~~

~~b) The Student Appeals Office may request additional Appeal Review Administrators be appointed by the General Faculties Council Executive Committee for periods where there is expected to be a high volume of appeals. -These additional appointments can be temporary or full term. ~~To the extent possible, each Appeal Review Administrator will come from a different faculty at the University. The Appeal Review Administrator for appeals of~~~~



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~~Student Non-Academic Misconduct decisions is the Vice-Provost (Student Experience). In the event the Vice-Provost has a conflict and cannot act as Appeal Review Administrator, then the Vice-Provost will delegate the appeal to another Vice-Provost.~~

- ~~b)c) Two~~ at least one (1) Academic Staff Members will be appointed by each faculty to serve as University Appeals Committee panel chairs or members. These may be the same individuals as those appointed to the University Appeals Tribunal.
- ~~e)d) ten-six (610)~~ full-time undergraduate students who are in good academic and conduct standing will be appointed by the Students' Union to serve as University Appeals Committee members. To the extent possible, the Students will represent different disciplines at the University. These may be the same individuals as those appointed to the University Appeals Tribunal.
- ~~e)e) six-four (46)~~ full-time graduate students who are in good academic and conduct standing will be appointed by the Graduate Students' Association to serve as University Appeals Committee members. To the extent possible, the Students will represent different disciplines at the University. These may be the same individuals as those appointed to the University Appeals Tribunal.
- ~~e)f) two (2)~~ Management and Professional Staff (MaPS) will be appointed by the MaPS executive to serve as University Appeals Committee panel chairs or members. MaPS will be selected as panel chairs or members only for appeals regarding Student Non-Academic Misconduct decisions, and will be from different units at the University.

Quorum and Constituting a Specific Panel

- 4.73** Quorum of the University Appeals Committee for the purposes of hearing and deciding appeals in accordance with this procedure is three (3) members appointed pursuant to this procedure.
- 4.74** The University Student Appeals Office will form and organize panels of three (3) University Appeals Committee members from the roster of appointed members to hear appeals, including designating one member of each panel as the University Appeals Committee panel chair. In forming University Appeals Committee panels, the University Student Appeals Office will make reasonable attempts to keep the membership broadly representative of the University community, given the available pool of members.
- 4.75** Subject to Section 4.74, University Appeals Committee panels will be formed by the University Student Appeals Office as follows:
 - a) for a panel hearing Student Non-Academic Misconduct decisions, one (1) Academic Staff Member, one (1) MaPS and one (1) Student; and



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- b) for a panel hearing decisions regarding Academic Misconduct decisions, Academic Progression Matters and Academic Assessments, two (2) Academic Staff Members and one (1) Student.
- 4.76** If the Appellant is an undergraduate Student, an undergraduate Student will be selected to sit on the panel. -If the Appellant is a graduate Student, a graduate Student will be selected to sit on the panel. For the purposes of forming panels, graduate Students are considered to be both from the faculty where they receive supervision and the faculty of their home graduate program.
- 4.77** If an Appellant informs the University Student Appeals Office that they would prefer that a Student not sit on the panel, the University Student Appeals Office will form the panel so that it does not include a Student member. In this scenario, the panel will be formed as follows:
- a) for a panel hearing appeals of Student Non-Academic Misconduct decisions, two (2) Academic Staff Members and one (1) MaPS; and
 - b) for a panel hearing appeals of decisions regarding Academic Misconduct decisions, Academic Progression Matters and Academic Assessments, three (3) Academic Staff Members.
- 4.78** University Appeals Committee panel members will be from different faculties or University units from each other, the Appellant and the Respondent.
- 4.79** No University Appeals Committee member placed on a panel may have had any involvement in the decision being appealed. Panel members will be asked in advance of an Appeal Hearing to declare any possible conflicts of interest.
- 4.80** Should a member of the University Appeals Committee panel be unable to attend the Appeal Hearing, the University Student Appeals Office will determine a replacement as soon as is reasonably possible so as to minimize any delay.

Term of Office

- 4.81** Except where a member has a change in status, members of the University Appeals Committee will serve in their roles for staggered terms of three (3) years, except in the case of Student members who will serve in their role for terms of one (1) years. Terms are renewable.
- 4.82** Any University Appeals Committee panel member who has been included on a panel for a particular case may continue to complete their service on that case even if their term expires.

5 Parent Policy

[Student Misconduct and Academic Appeals Policy](#)



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6 History

Approved: June 14, 2018

Effective: January 1, 2019

Revised: June 10, 2021 effective for July 1, 2021

Revised: June 13, 2024 effective for July 1, 2024



Faculty Appeals Committee Procedure

Classification Governance	Table of Contents 1 Purpose 1 2 Scope 1 3 Definitions 1 4 Procedure 2 5 Parent Policy..... 32 6 Related Information 32 7 History 32
Approval Authority General Faculties Council	
Implementation Authority Faculty Councils	
Effective Date January 1, 2019	
Last Reviewed June 10, 2021 June 13, 2024	

- 1 Purpose**
- 1.1** The purpose of this procedure is to establish a consistent process across all Faculty Appeals Committees deciding appeals of Academic Assessments or Graded Term Work.
- 2 Scope**
- 2.1** This procedure applies to appeals made to Faculty Appeals Committees.
- 3 Definitions**
- 3.1** In this procedure:
- a) “Academic Assessment” means the determination of a Student’s final level of achievement in a specific course or graduate Student milestone, and includes: final assessment(s), credit or fail designations; [graduate thesis examinations and candidacy components](#); and, if specified in a course outline, assessments of all aspects of professional behaviour; and as further defined in the [Academic University and Graduate Studies Calendar](#) ~~s and Academic Regulations~~.
- b) “Faculty Appeals Committee” means the committee constituted to hear appeals of Academic Assessments or Graded Term Work and includes: the Faculty of Graduate Studies Appeals Committee and the Continuing Education Unit Appeals Committee. -The [Postgraduate Medical Education \(PGME\)](#) Appeals Committee is not a Faculty Appeals Committee. If there is no relevant faculty council, the General Faculties Council will establish an appropriate appeals committee.



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- ~~c)~~ “Faculty of Graduate Studies Appeals Committee” means the Faculty Appeals Committee of the Faculty of Graduate Studies.
- ~~d)~~c) “Graded Term Work” refers to graded term work as described in the *Reappraisal of Graded Term Work* section of the [academic regulations of the Academic Calendar](#).
- ~~e)~~ “PGME Appeals Committee” means the Postgraduate Medical Education Appeals Committee of the Cumming School of Medicine.
- d) “Student” means an individual who is registered in a course or program of study with the University, whether for credit or not, at the time the subject matter of the decision under appeal occurred.
- ~~f)~~e) “Graduate Student” means a ~~S~~student registered with the Faculty of Graduate Studies at the University at the time the subject matter of the decision under appeal occurred.
- ~~g)~~f) “University” means the University of Calgary.

4 Procedure

- 4.1 Student appeals of a decision regarding an Academic Assessment or Graded Term Work are made in accordance with the appeal process of the faculty or University unit offering the course, which includes the Faculty Appeals Committee.
- 4.2 Notwithstanding 4.1, ~~any appeal by a G~~graduate Student ~~of an Academic Assessment regarding a thesis exam or candidacy component, regardless of whether it results in appeals of the outcome of a thesis exam or candidacy component that do not result~~ in the ~~G~~graduate ~~S~~student being required to withdraw, ~~is~~are made to the Faculty of Graduate Studies Appeals Committee.
- 4.3 Appeals to Faculty Appeals Committees must meet the timeframes and requirements that each faculty has set out ~~in its academic regulations and in its~~ Faculty Appeal Committee procedures.
- 4.4 Faculty Appeals Committees will utilize the standard procedures provided from time to time by the University Student Appeals Office, but each faculty may, in consultation with the Student Appeals Office, establish ~~additional amended~~ rules and procedures provided they ~~do not conflict with the standard procedures~~are ~~approved by the Student Appeals Office~~.
- 4.5 Faculty Appeals Committee procedures will be published by a faculty on their website, and will also be available through the University Student Appeals Office [website](#).



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- 5 Parent Policy [Student Misconduct and Academic Appeals Policy](#)
- 6 Related Information www.ucalgary.ca/secretariat/student-appeals
- 7 History
Approved: June 14, 2018

Effective: January 1, 2019

Revised: June 10, 2021 effective for July 1, 2021
[Revised: June 13, 2024 effective for July 1, 2024](#)



University Appeals Tribunal Procedure

Classification Governance	Table of Contents 1 Purpose 1 2 Scope 1 3 Definitions 1 4 Procedure 3 5 Parent Policy..... 17 6 History 17
Approval Authority Board of Governors	
Implementation Authority University Secretary	
Effective Date January 1, 2019	
Last Reviewed June 18, 2021 <u>June 14, 2024</u>	

- 1 Purpose**
- 1.1** The purpose of this procedure is to outline both the authority of the University Appeals Tribunal and the procedures for appeals made to the University Appeals Tribunal.
- 2 Scope**
- 2.1** This procedure applies to appeals made to the University Appeals Tribunal.
- 3 Definitions**
- 3.1** In this procedure:
- a) “Academic Assessment” means the determination of a Student’s final level of achievement in a specific course or graduate Student milestone, and includes: final assessment(s); credit or fail designations; graduate thesis examinations and candidacy components; and, if specified in a course outline, assessments of all aspects of professional behavior; and as further defined in the University and Graduate Studies Calendars and Academic Calendar rRegulations.
 - b) “Academic Progression Matter” means a matter regarding a Student’s academic achievement in the Student’s program. Academic Progression Matters include: assessments of all aspects of professional behaviour as required in University documents other than a course outline; dismissals; or the requirement to withdraw. Academic Progression Matters do not include: decisions regarding Academic Assessments, Admissions/Program Transfers, or Student Academic Misconduct.



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- c) “Academic Staff Member” means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the Collective Agreement between the Faculty Association of the University and the Governors of the University in effect at the relevant time.
- d) “Advisor” means an individual who will assist the Appellant or the Respondent during an appeal. Individuals who may be an Advisor include: legal counsel; the Student Ombuds; a traditional knowledge keeper, a peer or a family member.
- e) “Appeal Hearing” means either a written or oral process to review and decide an appeal before the University Appeals Tribunal.
- f) “Appeal Review Administrator” means an Academic Staff Member or Board of Governors ~~M~~member who, as a member of the University Appeals Tribunal, is given the authority set out in this procedure to decide whether an appeal will be heard.
- ~~g)~~ g) “Appellant” means a Student who appeals a decision about themselves.
- ~~g)h)~~ g)h) “Board of Governors Member” means an individual who is appointed to the Board of Governors of the University of Calgary.
- ~~h)~~ “Business Days” means days that the University is open for business, excluding weekends and holiday closures.
- i) ~~“Collective Agreement” means the collective agreement between the Faculty Association of the University and the Governors of the University in effect at the relevant time.~~
- ~~j)~~ ~~“Faculty Appeals Committee” means the committee constituted to hear appeals of Academic Assessments and includes: the Faculty of Graduate Studies Appeals Committee and the Continuing Education Unit Appeals Committee. The PGME Appeals Committee is not a Faculty Appeals Committee. If there is no relevant faculty council, the General Faculties Council will establish an appropriate appeals committee.~~
- ~~k)j)~~ k)j) “~~G~~ground of ~~A~~ppel” means a reason that an appeal is being made.
- ~~l)~~ ~~“PGME Appeals Committee” means the Postgraduate Medical Education Appeals Committee of the Cumming School of Medicine.~~
- ~~m)k)~~ m)k) “~~P~~rocedural ~~F~~airness” means that an Appellant and a Respondent have the opportunity to be heard by an unbiased decision maker and to be made aware of all evidence considered by the decision maker. Procedural fairness is about the procedures used to make a decision, not the actual outcome of the decision.



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~~4)l~~ “Record of Proceedings” means the key documents and procedural steps with respect to the previous appeal hearing which took place at ~~the PGME Appeals Committee or~~ the University Appeals Committee.

~~4)m~~ “Respondent” means a person who responds to an appeal.

~~4)n~~ “Student” means an individual who is registered in a course or program of study with the University, whether for credit or not, at the time the subject matter of the decision under appeal occurred.

~~4)o~~ “Student Academic Misconduct” means plagiarism, cheating or other academic misconduct as defined in the Student Academic Misconduct Policy.

~~4)p~~ “Student Non-Academic Misconduct” means conduct that is prohibited as outlined in Appendix 1: Prohibited Conduct of the Student Non-Academic Misconduct Policy.

~~4)q~~ “University” means the University of Calgary.

~~4)r~~ “Witness” means someone who attends a hearing on behalf of the Appellant or Respondent who provides evidence that is relevant to the grounds of appeal brought by the Appellant.

4 Procedure

Deadline for Appeal to the University Appeals Tribunal

- 4.1** An Appellant must submit an appeal to the University Student Appeals Office on or before 11:59 PM (MT) on the tenth (10th) Business Day after the date of the written document setting out the decision being appealed. Compliance with this deadline will be proven by the University’s electronic date and time stamp as affixed to an appeal at the time and date the appeal is received by the University Student Appeals Office.
- 4.2** The University’s Student Appeals Office ~~may~~ decide to extend the deadline in Section 4.1 if a request for extension is made by the Appellant prior to the expiration of the deadline. ~~Requests submitted after the deadline will not be considered.~~
- 4.3** An Appellant requesting an extension of the deadline in Section 4.1, prior to the expiration of the deadline, must submit the request to the University Student Appeals Office and with their request shall provide a copy of the decision that is being appealed, the reasons for the request and the length of extension being requested.

Contents of an Appeal

- 4.4** All appeals must:



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- a) include the Appellant's UCID number and be submitted in electronic form through the University Student Appeals Office website;
 - b) attach the decision being appealed and all related documentation, including all relevant correspondence between the Appellant and the person that made the decision;
 - c) list and explain all grounds of appeal, and include all evidence supporting any listed grounds:
 - i. for appeals that claim there is relevant new information, the Appellant must submit all evidence that supports their claim and explain why the Appellant was not able to provide the information earlier;
 - d) state the outcome the Appellant is requesting from the appeal process, including reference to any University documentation that supports the requested outcome;
 - e) indicate whether the Appellant would prefer to not have a Student sit on the University Appeals Tribunal panel;
 - f) indicate whether a written or oral Appeal Hearing is preferred and why, and if a written hearing is preferred, describe how the appeal fits within the requirements set out in Section 4.14;
 - g) indicate whether the Appellant requires an accommodation or any special consideration regarding their participation in the appeal process and Appeal Hearing, and, if so, what is being requested and why; and
 - h) include a statement that all evidence and documentation provided by the Appellant in the appeal is true and accurate.
- 4.5** Should an Appellant no longer have access to their UCalgary email address, the Appellant should contact the University Student Appeals Office for instructions on how to send and receive all correspondence related to their appeal.

Receipt of an Appeal

- 4.6** Normally within two (2) Business Days following the receipt of an appeal, the University Student Appeals Office will:
- a) acknowledge receipt of the appeal and provide the Appellant with a link to this procedure and ~~a list of~~ on-campus sources of assistance; and
 - b) forward the appeal to an Appeal Review Administrator and to the Respondent, including a link to this procedure.
 - c) compile a Record of Proceedings from the preceding University Appeals Committee ~~or PGME Appeals Committee~~ appeal, if available, to be provided to



the Appeal Review Administrator and will include: the recording of the hearing, if available, all submissions and documents filed by the Appellant and Respondent, and any other documentation relevant to the appeal to the University Appeals Tribunal.

Permission to Appeal

- 4.7** An appeal will proceed to the University Appeals Tribunal only after an Appellant has been granted permission to appeal by the Appeal Review Administrator.
- 4.8** The Appeal Review Administrator has the authority to deny an Appellant permission to appeal where the Appeal Review Administrator decides that:
- a) the individual making the appeal is not an Appellant;
 - b) the Appellant has not yet exhausted the decision making of the faculty, unit or Student Conduct Officer, appeal processes of the University Appeals Committee ~~or PGME Appeals Committee~~ as appropriate;
 - c) the appeal does not follow the requirements of the Student Misconduct and Academic Appeal Policy or this procedure;
 - d) the University Appeals Tribunal does not have the authority to decide the appeal;
 - e) the grounds of appeal do not fall within the grounds allowed under the Student Misconduct and Academic Appeals Policy, are clearly without merit, or do not otherwise justify an Appeal Hearing;
 - f) the relevant new information included in the appeal could have reasonably been presented earlier;
 - g) the appeal is being brought solely due to the Appellant's dissatisfaction with the decision or with a University, faculty or University unit policy, procedure, regulation or standard;
 - h) the outcome the Appellant is seeking must be requested through an alternate University process;
 - i) the appeal has already been decided by the University Appeals Tribunal; or
 - j) the Appellant had previously, and in an informed manner, waived their right to appeal.
- 4.9** If permission to appeal is granted, the Appeal Review Administrator has the authority to decide whether any requested accommodation or special consideration is to be given to the Appellant, including whether the Appeal Hearing is to be prioritized.



4.10 The Appeal Review Administrator will provide their written decision to the University Student Appeals Office normally within ten (10) Business Days of receipt of the appeal. The University Student Appeals Office will distribute a copy of the decision to the Appellant and the Respondent and to such other individuals as the Appeal Review Administrator decides are appropriate or necessary.

Appellant's Responsibility and Standard of Proof

4.11 If permission to appeal is granted, the Appellant is responsible to satisfy the University Appeals Tribunal that the Appellant's evidence or position is more likely than not to have occurred or to be accurate. This is referred to as the balance of probabilities standard of proof.

4.11

Resolution of Appeal Prior to the Appeal Hearing

4.12 In the event the matter is resolved prior to an Appeal Hearing, the Appellant will withdraw the appeal through notice to the University Student Appeals Office.

Procedures Prior to an Appeal Hearing

- 4.13** Normally within three (3) Business Days following the distribution of the Appeal Review Administrator's decision granting permission to appeal, the University Student Appeals Office will:
- a) provide the names of the University Appeals Tribunal panel members to the Appellant and the Respondent;
 - b) provide the date, time and location that will be used in the event of an oral Appeal Hearing to the Appellant and Respondent;
 - c) advise the Respondent that a written response to the appeal is required within ten (10) Business Days, and that the response is to include the following:
 - i. all documents and evidence relating to the decision that is being appealed, including all relevant University, faculty or University unit policies, procedures, regulations and standards and any relevant professional accreditation information;
 - ii. a response to the Appellant's grounds of appeal;
 - iii. a response to the outcome requested by the Appellant, including reference to any University documentation that supports the outcome of the decision being appealed; and
 - iv. whether a written or oral Appeal Hearing is preferred and why; and



- d) advise the Appellant and the Respondent that they are expected to participate in the Appeal Hearing, and that if they do not attend an oral Appeal Hearing or participate in a written Appeal Hearing, that the University Appeals Tribunal may proceed and make its decision in their absence.

Form of Appeal Hearing

4.14 In certain circumstances, including where:

- a) the appeal is only related to whether the sanction imposed was too severe;
- b) the Appellant and the Respondent agree on the relevant facts;
- c) the appeal is about an Academic Progression matter; or
- d) the Appellant and the Respondent agree that the Appeal Hearing should be written;
- e) the panel chair determines that an oral appeal hearing is not necessary

the University Appeals Tribunal panel chair may decide that a written Appeal Hearing will occur.

4.15 Normally, the University Appeals Tribunal panel chair will make their decision about the form of the Appeal Hearing within three (3) Business Days of the University Student Appeals Office's receipt of the Respondent's materials.

Challenge to Panel Membership

4.16 The Appellant and Respondent have five (5) Business Days after the receipt of the names of the panel members to submit a challenge requesting that a panel member not participate in the Appeal Hearing.

4.17 Challenges may only be made where it is claimed that a panel member has a conflict of interest that may prevent a fair decision being made.

4.18 Challenges must be submitted to the University Student Appeals Office. The University Student Appeals Office will forward any challenge received to the University Appeals Tribunal panel chair for a decision. However, where a challenge is about the University Appeals Tribunal panel chair, the University Student Appeals Office will make the decision.

4.19 If the University Appeals Tribunal panel chair's or University Student Appeals Office's decision requires the membership of the University Appeals Tribunal panel to be changed, the University Student Appeals Office will provide the names of the new panel to the Appellant and the Respondent normally within three (3) Business Days of that decision.

Submissions Regarding Process Matters Prior to the Appeal Hearing



- 4.20 An Appellant or a Respondent must submit any requests relating to the Appeal Hearing process, including requests for time extensions, to the University Student Appeals Office as soon as possible.
- 4.21 The University Student Appeals Office will forward any requests to the University Appeals Tribunal panel chair for a decision.
- 4.22 The University Appeals Tribunal panel chair may decide to grant a request if the panel chair is of the view that there are reasonable grounds for the request and there is a minimal impact to the other party.

Appeal Hearing Date and Appeal Hearing Materials

- 4.23 Appeal Hearings are intended to proceed in a timely manner, and the Appeal Hearing date will normally be set to occur within thirty (30) Business Days of the permission to appeal decision.
- 4.24 For oral Appeal Hearings, the University Student Appeals Office will normally establish pre-set Appeal Hearing dates. The soonest available Appeal Hearing date that allows a Respondent and Appellant a reasonable time to provide their evidence and to receive notice will normally be selected.
- 4.25 Priority may be given to appeals in the manner decided by the Student Appeals Office.
- 4.26 For oral Appeal Hearings, the University Student Appeals Office will provide the panel members, the Appellant, and the Respondent with formal written notice of the Appeal Hearing, including a reminder of the date, time and location, along with a copy of:
 - a) the appeal;
 - b) the Respondent's response;
 - c) the Record of Proceedings; and
 - d) any other documentation received from either the Appellant or the Respondent, or that the University Appeals Tribunal may consider;

normally at least five (5) Business Days prior to the Appeal Hearing.

Advisors

- 4.27 An Appellant and a Respondent are expected to speak on their own behalf in an oral Appeal Hearing, including to provide their evidence, to respond to questions, and to ask questions of the other party.
- 4.28 An Appellant and a Respondent may be accompanied by one Advisor each.



- 4.29** An Advisor is not a Witness. An Advisor provides assistance and support to an Appellant or Respondent during an oral Appeal Hearing, and does not normally address the University Appeals Tribunal panel or the other party.
- 4.30** If either an Appellant or a Respondent plans on having an Advisor attend an oral Appeal Hearing, that party must provide the name and occupation or relationship of the Advisor to the Appellant or Respondent to the University Student Appeals Office as soon as possible, but no later than three (3) Business Days before the Appeal Hearing.
- 4.31** An Appellant who wishes to have an Advisor speak on their behalf should submit their request as part of their appeal and as a request for accommodation or special consideration. However, requests following the issuance of the permission to appeal decision, or requests from the Respondent to have an Advisor speak on their behalf, may still be made to the University Student Appeals Office no later than three (3) Business Days before the start of the oral Appeal Hearing.
- 4.32** The University Student Appeals Office will forward any requests to the University Appeals Tribunal panel chair for a decision.
- 4.33** An Appellant and a Respondent are each responsible for making all arrangements for their Advisor to attend the oral Appeal Hearing and responsible for any costs associated with their Advisor's attendance.

Witnesses

- 4.34** If either the Appellant or Respondent will have a Witness attend an oral Appeal Hearing to provide evidence, that party must provide a Witness list, including the occupation or relationship of each Witness to the Appellant or Respondent, to the University Student Appeals Office no later than ~~five~~^{three} (3) Business Days before the Appeal Hearing.
- 4.35** The University Student Appeals Office will let the University Appeals Tribunal panel and the other party know of a Witness's planned attendance at the oral Appeal Hearing shortly after receiving the information provided in Section 4.34.
- 4.36** If the University Appeals Tribunal panel chair decides that a written summary of the evidence a Witness will provide would be useful in addition to having the Witness appear at the oral Appeal Hearing, the panel chair will request a written summary and direct the University Student Appeals Office to amend the Appeal Hearing schedule so that such a summary can be received and reviewed prior to the Appeal Hearing.
- 4.37** An Appellant and a Respondent are each responsible for making all arrangements for their Witness(es) to attend the oral Appeal Hearing and responsible for any costs associated with their Witness(es) attendance.



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- 4.38** The University Appeals Tribunal panel may limit the statements and questioning of Witnesses to those matters the panel considers relevant to the appeal.
- 4.39** A Witness will normally only attend an oral Appeal Hearing during the time they are ~~providing evidence and~~ responding to questions.

Conduct of Written Appeal Hearings

- 4.40** Where the University Appeals Tribunal panel chair decides that the Appeal Hearing will be in writing, the University Student Appeals Office will provide the panel members, the Appellant and the Respondent with written notice of the panel chair's decision, along with:
- a) a copy of this procedure;
 - b) the appeal;
 - c) the Respondent's response to the appeal;
 - d) the Record of Proceedings;
 - e) any other documentation received from either the Appellant or the Respondent, or that the University Appeals Tribunal may consider;
 - f) if the panel has questions for the Appellant or the Respondent, what those questions are and the date that responses must be provided; and
 - g) the date on which the Appellant must provide any final submissions to the panel for consideration.
- 4.41** Following receipt and review of all appeal documentation, the University Appeal Tribunal panel will deliberate and make its decision. Members of the University Student Appeals Office, legal counsel for the University Appeals Tribunal, or both, may attend University Appeals Tribunal deliberations.

Conduct of Oral Appeal Hearings

- 4.42** The University Appeals Tribunal panel chair will conduct an oral Appeal Hearing in a manner that the panel chair considers fair and reasonable.
- 4.43** An oral Appeal Hearing will normally follow these procedures:
- a) the panel chair will introduce everyone in the room, provide an overview of the process, confirm that there are no conflict of interest matters, and summarize the appeal and the issues to be decided;
 - b) the panel chair will invite the Appellant to present their case;
 - c) the panel chair will invite the Respondent to question the Appellant. All questions will be directed through the panel chair;



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- d) the panel may question the Appellant;
- e) if the Appellant has Witnesses, the Appellant's Witnesses will be called one at a time and will be invited ~~to provide information and~~ to respond to questions;
- f) the panel chair will then invite the Respondent to present their case;
- g) the panel chair will invite the Appellant to question the Respondent. All questions will be directed through the panel chair;
- h) the panel may question the Respondent;
- i) if the Respondent has Witnesses, the Respondent's Witnesses will be called one at a time and will be invited ~~to provide evidence and~~ to respond to questions;
- j) the panel chair will invite the Respondent to make a brief summary statement in closing;
- k) the panel chair will invite the Appellant to make a brief summary statement in closing; and
- l) the panel chair will adjourn the oral Appeal Hearing and excuse the Appellant and the Respondent and their Advisors, so that the panel can deliberate in private. Members of the University Student Appeals Office, legal counsel for the University Appeals Tribunal, or both, may attend University Appeals Tribunal deliberations; ~~and-~~
- m) breaks will be built into the hearing agenda as needed.

Attendance at Oral Appeal Hearings

- 4.44** An Appellant and a Respondent are expected to attend an oral Appeal Hearing.
- 4.45** While attendance in person at an oral Appeal Hearing is preferred, the Respondent, Appellant, an Advisor or a Witness may attend over teleconference, videoconference or through some other electronic means if necessary and if so decided by the Chair.
- 4.46** If an Appellant or Respondent do not attend an oral Appeal Hearing at all, the University Appeals Tribunal panel may choose to proceed with the Appeal Hearing in the absence of the Appellant or Respondent and may accept the written documentation submitted by the non-attending party in lieu of oral submissions made in person.

Recording of Oral Appeal Hearings

- 4.47** Oral Appeal Hearings will be audio recorded by the University Student Appeals Office. The recording is done for convenience purposes only and the malfunction



of the recording device or loss of the recording will not invalidate, in any way, the related Appeal Hearing or University Appeals Tribunal decision.

- 4.48** No other recordings, audio or otherwise, of an oral Appeal Hearing are permitted.
- 4.49** The deliberations of the University Appeals Tribunal will not be recorded.

University Appeals Tribunal Decisions

- 4.50** Following deliberation, the University Appeals Tribunal panel will reach a decision. If a decision is not reached by consensus, decisions will be made by majority vote and any vote or opinion that does not align with the majority will not be recorded or included in the written decision.
- 4.51** The University Appeals Tribunal panel may seek assistance from the University Student Appeals Office and legal counsel regarding the precise form or wording of any decision.
- 4.52** The University Appeals Tribunal panel will normally provide its written decision to the University Student Appeals Office for distribution to the Appellant and Respondent within ten (10) Business Days of the decision being reached. The University Student Appeals Office may will distribute a copy of the decision ~~to the Appellant and to the Respondent and~~ to such other individuals as the appeal panel has decided are appropriate or necessary.
- 4.53** Subject to Section 4.5, written decisions of the University Appeals Tribunal will be distributed to UCalgary email addresses.
- 4.54** A decision of a University Appeals Tribunal panel will normally include:
- a) the membership of the panel;
 - b) a summary of the background to the appeal;
 - c) a summary of the evidence of the Appellant and the Respondent;
 - d) the panel's findings of fact;
 - e) the panel's decision and the reasons for the decision; and
 - f) information regarding any further appeal.

Appeals

- 4.55** University Appeals Tribunal panel decisions are final and not appealable at the University.

Reconsideration by the University Appeals Tribunal

- 4.56** The University Appeals Tribunal may reconsider one of its decisions, on its own initiative, where it considers it appropriate. In particular, where a University Appeals Tribunal panel is satisfied that:



- a) relevant material evidence was withheld, not disclosed, or fraudulently presented by either an Appellant or a Respondent; or
- b) there was a significant defect in either the Appeal Hearing procedure or the decision;

a University Appeals Tribunal panel will determine whether and how a reconsideration will occur.

- 4.57** The members of the University Appeals Tribunal panel who complete a reconsideration will not be the same members as those that made the decision being reconsidered.

Confidentiality, Records and Reporting

- 4.58** All appeal records will be maintained as confidential records of the University Student Appeals Office as required by applicable law and the University's policies and records retention schedule. Appeal records will only be made available by the University Student Appeals Office to authorized users with a legitimate need for the information. Any other request for appeal records must be handled through the University's access to information process.
- 4.59** Reports and statistics compiled by the University Student Appeals Office will not include identifiable information about an individual.
- 4.60** Oral Appeal Hearings will not be open to the public.
- 4.61** Members of the University Student Appeals Office or legal counsel, or both may attend oral Appeal Hearings in support roles for the University Appeals Tribunal or for training purposes. At the discretion of the University Appeals Tribunal panel chair, observers may attend an Appeal Hearing, but will not play an active role in the Appeal Hearing.

Concerns Regarding Implementation of University Appeals Tribunal Decision

- 4.62** Should an Appellant have a concern that the Respondent has not carried out any action required by the University Appeals Tribunal in a University Appeals Tribunal decision, the concern should be submitted to the University Student Appeals Office.
- 4.63** The University Student Appeals Office will forward the concern to a University Appeals Tribunal panel chair for determination of whether any further investigation or direction is needed.

Service and Notification

- 4.64** All submissions made to the University Student Appeals Office must be made in written electronic form and in accordance with the process set out on the



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University Student Appeals Office Website:

<https://www.ucalgary.ca/secretariat/student-appeals>.

- 4.65** All communication from the University Student Appeals Office regarding an appeal will be sent from appeals@ucalgary.ca.
- 4.66** Correspondence from the University Student Appeals Office is deemed to have been received two (2) Business Days following the date of an email correspondence.

Decisions of the Appeal Review Administrator, University Student Appeals Office or University Appeals Tribunal Panel Chair

- 4.67** A decision made by an Appeal Review Administrator, the University Student Appeals Office or a University Appeals Tribunal panel chair in accordance with this procedure is final and not appealable at the University.
- 4.68** In making a decision, the Appeal Review Administrator, University Student Appeals Officer or the University Appeals Tribunal panel chair may request further information, consult with the University Student Appeals Office or legal counsel, or, in the case of a University Appeals Tribunal panel chair, with the members of the University Appeals Tribunal panel.

Authority and Responsibility of the University Appeals Tribunal

- 4.69** The Board of Governors has delegated to the University Appeals Tribunal the authority and responsibilities detailed in this procedure.
- 4.70** The University Appeals Tribunal will hear and decide appeals regarding:
- [a\)](#) Academic Progression Matters,
 - [b\)](#) Student Non-Academic Misconduct, and
 - [c\)](#) Student Academic Misconduct,
- as contemplated in the Student Misconduct and Academic Appeals Policy.
- 4.71** The University Appeals Tribunal has the authority to:
- a) confirm a decision being appealed;
 - b) reverse a decision, or part of a decision being appealed;
 - c) void the decision being appealed and substitute its own decision; and
 - d) assess a different sanction or outcome, including a more onerous sanction, in accordance with the University's, faculty's, or University unit's policies, procedures, regulations or standards.
- 4.72** Subject to the rights of an Appellant and a Respondent set out in the Student Misconduct and Academic Appeal Policy:



- a) the University Appeals Tribunal is not required to observe strict legal procedures or rules of evidence; and
 - b) if any procedural matter is not dealt with in this procedure, a constituted panel of the University Appeals Tribunal may establish an appropriate procedure for the appeal it is hearing.
- 4.73** The University Appeals Tribunal will, with the assistance of the University Student Appeal Office, submit an annual report on the nature and number of appeals and decisions to the Board of Governors.

Composition of the University Appeals Tribunal

4.74 Membership of the University Appeals Tribunal will be appointed as follows:

- ~~b) a)~~ three (3) Board of Governor members will be appointed by the Board of Governors to serve as University Appeals Tribunal Appeal Review Administrators. ~~panel chairs and members.~~
- ~~b)~~ three-five (53) Appeal Review Administrators will be appointed by the General Faculties Council Executive Committee. To the extent possible, each Appeal Review Administrator will come from a different faculty at the University. These may be the same individuals as those appointed to the University Appeals Committee. ~~and two (2) Appeal Review Administrators will be appointed by the Board of Governors.~~
- ~~1-c) t~~ The Student Appeals Office may request additional Appeal Review Administrators be appointed for periods where there is expected to be a high volume of appeals. ~~These additional appointments can be temporary or permanent.~~
- ~~2-d) o~~ Only the Board of Governors Appeal Review Administrators will receive appeals of Student Non-Academic Misconduct decisions.
- ~~3-e) a~~ t least one (1) Academic Staff Member will be appointed by each faculty to serve as University Appeals Tribunal panel chairs and members. These may be the same individuals as those appointed to the University Appeals Committee.
- ~~4-f) s~~ ixfive (65) full time undergraduate students in good academic and conduct standing will be appointed by the Students' Union to serve as University Appeals Tribunal members. To the extent possible, the Students will represent different disciplines at the University. These may be the same individuals as those appointed to the University Appeals Committee.
- ~~5-g) f~~ ourthree (43) full time graduate students in good academic and conduct standing will be appointed by the Graduate Students' Association to serve as University Appeals Tribunal members. To the extent possible, the Students will



represent different disciplines at the University. These may be the same individuals as those appointed to the University Appeals Committee.

~~6.h~~ two (2) Management and Professional Staff (MaPS) will be appointed by the MaPS Executive Committee to serve as University Appeals Tribunal panel chairs and members. MaPS will be selected as panel chairs or members only for appeals regarding Student Non-Academic Misconduct decisions, and will be from different faculties or University units.

Quorum and Constituting a Specific Panel

- 4.75** Quorum of the University Appeals Tribunal for the purposes of hearing and deciding appeals in accordance with this procedure is three (3) members appointed pursuant to this procedure.
- 4.76** The University Student Appeals Office will form and organize panels of three (3) University Appeals Tribunal members from the roster of appointed members to hear appeals, including designating one member of each panel as the University Appeals Tribunal panel chair. In forming University Appeals Tribunal panels, the University Student Appeals Office will make reasonable attempts to keep the membership broadly representative of the University community, given the available pool of members.
- 4.77** Subject to Section 4.76, University Appeals Tribunal panels will be formed by the University Student Appeals Office as follows:
- ~~b)a)~~ for a panel hearing Student Non-Academic Misconduct decisions, one (1) ~~Board of Governors~~ MaPS member, one (1) Academic Staff Member, and one (1) Student; and
 - ~~b)a)~~ for a panel hearing decisions regarding Student Academic Misconduct decisions and Academic Progression Matters, ~~one (1) Board of Governors member, two~~ one (1) Academic Staff Member, and one (1) Student.
- 4.78** If the Appellant is an undergraduate Student, an undergraduate Student will be selected to sit on the panel. If the Appellant is a graduate Student, a graduate Student will be selected to sit on the panel. For the purposes of forming panels, graduate Students are considered to be from the faculty where they receive supervision.
- 4.79** If an Appellant informs the University Student Appeals Office that they would prefer that a Student not sit on the panel, the University Student Appeals Office will form the panel so that it does not include a Student member. In this scenario, the panel will be formed as follows:



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b)a) for a panel hearing appeals of Student Non-Academic Misconduct decisions, ~~one (1) Board of Governors member, two~~ one (1) Academic Staff Members, and one (1) MaPS; and

b) for a panel hearing appeals of decisions regarding Student Academic Misconduct decisions and Academic Progression Matters, ~~one (1) Board of Governors member and three~~ two (2) Academic Staff Members.

4.80 University Appeals Tribunal panel members will be from different faculties or University units from each other, the Appellant and the Respondent.

4.81 No University Appeals Tribunal member placed on a panel may have had any involvement in the decision being appealed. Panel members will be asked in advance of an Appeal Hearing to declare any possible conflicts of interest.

4.82 Should a member of a University Appeals Tribunal panel be unable to attend the Appeal Hearing, the University Student Appeals Office will determine a replacement as soon as is reasonably possible so as to minimize any delay.

Term of Office

4.83 Except where a member has a change in status, members of the University Appeals Tribunal will serve in their roles for staggered terms of three (3) years, except in the case of Student members who will serve in their role for terms of one (1) year. Terms are renewable.

4.84 Any University Appeals Tribunal panel member who has been included on a panel for a particular case may continue to complete their service on that case even if their term expires.

5 Parent Policy

[Student Misconduct and Academic Appeals Policy](#)

6 History

Approved: June 22, 2018

Effective: January 1, 2019

Revised: June 18, 2021 – ~~changes effective for~~ July 1, 2021

Revised: June 14, 2024 effective for July 1, 2024

**GENERAL FACULTIES COUNCIL
ACTION BRIEFING NOTE - For Approval**

SUBJECT: Establishment of the 2024-2025 GFC Elected Membership Distribution

MOTION:

That the General Faculties Council (GFC) establish the total number of elected members to be on the GFC and determine and assign to each Faculty the number of members that may be elected by that Faculty, as set out on the document provided to the GFC and as recommended by the GFC Executive Committee.

REQUESTED ACTION

As required by the Post-Secondary Learning Act (PSLA), the General Faculties Council (GFC) is asked to establish and assign the distribution of the elected GFC membership. This distribution is calculated by the Office of Institutional Analysis in accordance with Section 24(2) of the PSLA.

KEY CONSIDERATIONS/POINTS

The initial distribution for 2024-2025 was approved by the GFC on February 8, 2024. On April 15, 2024, it was announced that two new offices have been created out of the Office of Advancement and these offices will be led by Andrea Morris, Vice-President, Development and Alumni, and Corey Hogan, Vice-President, Communications and Community Engagement. The PSLA states that all Vice-Presidents are members of GFC by virtue of their offices.

The membership of the GFC consists of four categories: 1) members by virtue of office, 2) elected academic staff members, 3) student members stipulated by the PSLA, and 4) appointed members.

The elected academic staff membership of GFC is derived from Section 24 (2) of the PSLA, which states that:

The general faculties council from time to time

(a) shall establish the total number of elected members to be on the general faculties council, which shall be twice the number of persons who are members of the general faculties council by virtue of their offices, and

(b) shall determine and assign to each faculty and school the number of members that may be elected by that faculty or school, which so far as is reasonably possible shall be in the same proportion to the total number of elected members as the number of full-time members of the academic staff of the faculty or school is to the total number of full-time members of the academic staff of all the faculties and schools.

For 2024-2025, it is now expected that there will be 24 members by virtue of office, not 23. There should therefore now be 48 elected member seats, not 46. The Office of Institutional Analysis prepares the analysis of the data and produces a distribution of elected member seats that meets the requirements of the PSLA. Each Faculty receives a minimum of one elected member seat.

The re-calculation for the 2024-2025 academic year (July 1, 2024 to June 30, 2025) indicates that the Faculty of Nursing and the Faculty of Science each gain one elected academic staff member seat.

The current GFC membership list is available here: <https://ucalgary.ca/secretariat/general-faculties-council>

ROUTING AND PERSONS CONSULTED

<u>Progress</u>	<u>Body</u>	<u>Date</u>	<u>Approval</u>	<u>Recommendation</u>	<u>Discussion</u>	<u>Information</u>
	GFC Executive Committee	2024-01-17		X		
	General Faculties Council	2024-02-08	X			
	GFC Executive Committee	2024-05-15		X		
X	General Faculties Council	2024-06-13	X			

NEXT STEPS

Once the distribution is approved by the GFC, the University Secretariat will contact the Deans of the two impacted Faculties to communicate the updated number of academic staff member seats assigned to their Faculty and to request that elections be held as necessary.

SUPPORTING MATERIALS

1. Distribution of Elected GFC Membership, 2024-2025

DISTRIBUTION OF ELECTED GFC MEMBERSHIP, 2024-2025
Updated based on increase in GFC by virtue of office membership from 23 to 24 members (April 2024)

Faculty	Full-time Academic Staff (1)		Distribution of 48 Seats (2)	Distribution of 47 Seats (3)		2024-2025 Distribution of 48 Seats	Present 2023-2024 Distribution
	2022	2023	Decimalized	Decimalized	Rounded		
	(As of Dec. 31, 2022)	(As of Dec. 31, 2023)					
Arts	345	336	9.2107	9.0188	9	9	9
Cumming School of Medicine	491	494	13.5420	13.2599	13	13	13
Graduate Studies	-	-	-	-	-	1	1
Haskayne School of Business	93	89	2.4397	2.3889	2	2	2
Kinesiology	29	28	.7676	0.7516	1	1	1
Law	29	30	.8224	0.8053	1	1	1
Nursing	61	63	1.7270	1.6910	2	2	1
Qatar	36	25	.6853	0.6710	1	1	1
School of Architecture, Planning and Landscape	28	29	.7950	0.7784	1	1	1
Schulich School of Engineering	191	200	5.4826	5.3684	5	5	5
Science	239	250	6.8532	6.7105	7	7	6
Social Work	46	43	1.1788	1.1542	1	1	1
Veterinary Medicine	76	78	2.1382	2.0937	2	2	2
Werklund School of Education	89	86	2.3575	2.3084	2	2	2
TOTAL	1,753	1,751	48.0000	47.0000	47	48	46

Source of data: Human Resources. Data as of Dec. 31, 2023.

Notes:

Updated April 2024 due to increase in GFC membership from 23 to 24.

(1) Number of academic staff holding Continuing, Limited Term or Contingent Term full-time appointments. Does not include anyone holding a less than full-time appointment (less than 1.00 FTE). Academic staff whose appointment with the university is full-time but is split between two faculties have not been included.

(2) Based on distribution of full-time academic staff - rounded to equal 48 seats.

(3) By granting the Faculty of Graduate Studies one seat, 47 are left to distribute. Based on distribution of full-time academic staff - rounded to equal 47 seats.

Note: The *Post-Secondary Learning Act* stipulates that the number of elected members of GFC shall be twice the number of persons who are GFC members by virtue of their offices, and that these seats shall be assigned proportionately. The number of members by virtue of their offices for 2024-2025 is 24, therefore there are 48 elected seats to be divided amongst the 14 Faculties.

Prepared by Office of Institutional Analysis, Project 823



GENERAL FACULTIES COUNCIL

Biographies of Candidates for Election

The voting for these elections will be conducted electronically. A link to a MS Teams form, setting out equivalent to election ballots, will be sent to General Faculties Council (GFC) members immediately following the June 13, 2024 meeting.

These are the biographies of the candidates who were nominated by the GFC Executive Committee and have agreed to stand for election:

Election of Three Academic Staff Members of GFC to the GFC Executive Committee

Jeffrey Priest, Schulich School of Engineering

I am a Professor in Dept of Civil Engineering, with my research broadly associated with understanding the geomechanical performance of soil and rocks through laboratory and field measurements, holding a Canadian Research Chair from 2013-2023 primarily focused on the geomechanical behaviour of gas hydrates. I have received numerous awards including Teaching Excellence Award (2016), Service Excellence Award (2019), Great Supervisor Award (2019). I was the Assistant Dean, MEng in Schulich School of Engineering from 2021 until assuming my current role as Associate Dean for Graduate Studies and MEng programs in 2023. I have been active in providing service across all levels of the University, for example Curriculum Review and Undergraduate Studies committees (Dept), Faculty Tenure and Promotion, Undergraduate Scholarship, and Program Quality Assurance committees (Faculty), and FGS Executive, FGS Council, GFC, SUPPORT, Senate (University), which I will continue to serve. I also provide service to my engineering profession and currently serve as Councillor for APEGGA.

Laura Mazzino, Faculty of Science

Dr. Laura Mazzino is an assistant professor in the Faculty of Science with a research background and interest in Space Physics. She currently serves on the General Faculties Council, as well as the Department of Physics and Astronomy's Undergraduate Liaison, the chair of the Undergraduate Liaison Committee, and on the Department's Head Advisory Committee. She regularly attends and participates in the department's Undergraduate Affairs Committee and was an active member for two years on the Department's EDI committee. Dr. Mazzino founded, developed and directs the fast-growing PHAS CHOICE program (a PHAS recruitment program for grade 6 girls, participation of over 300 girls this past spring), started and facilitates the PHAS GeMs group (a gender minority in PHAS peer-mentorship initiative) and has spirited different initiatives in her department to improve the educational community. She has 35 years in leadership roles, and she served (just to name a few) as: Executive Director of a Cultural and Educational Foundation, President of a homeowner association, President of the Physics graduate and undergraduate associations in 3 universities, Graduate Student Association council member (participated in task force, represented the GSA

in multiple university's committee), and leader/executive in many other community organizations. She is full of energy, she teaches between 300-700 students each semester, and she is passionate about improving the educational experience of students. Her two pillars in education are EDIA and students' wellness. She believes that kindness can change the world and community/teamwork can accomplish anything (even going beyond the Moon).

[Anna-Maria Hubert](#), Faculty of Law

Anna-Maria Hubert is an Assistant Professor in the Faculty of Law. She is a Research Affiliate at the Institute for Science, Innovation and Society (InSIS) at the University of Oxford. Anna-Maria's research lies in the areas of international environmental law, law of the sea, and international human rights law. The red thread running through this scholarship concerns how law and legal institutions interact with issues of science and technology to realise societal ambitions around environmental sustainability. Anna-Maria frequently works in inter- and transdisciplinary contexts. Since joining UCalgary, she has received research funding from diverse sources, including Tri-Council (SSHRC), other government funding in Canada and the US, philanthropy, and corporate gifts. In 2017, she was awarded visiting fellowship at the Oxford Martin School, University of Oxford, and, in 2019, a 2019 UCalgary Peak Scholar award. Anna-Maria has served on several Faculty of Law committees, including admissions, faculty merit, awards and scholarships, and academic planning. She was also member of the board of the Alberta Civil Liberties Research Centre and sat on the University Research Grants Committee.

[Laura St. John](#), Faculty of Kinesiology

Dr. Laura St. John is an Assistant Professor in the Faculty of Kinesiology at the University of Calgary. After receiving her PhD in Exercise Science from the University of Toronto, she completed a post-doctoral fellowship with the Azrieli Adult Neurodevelopmental Centre in Toronto, Canada. Her research focuses on understand the interplay of physical, mental, and sexual health in populations with neurodevelopmental conditions, specifically intellectual disabilities. Specifically, the experience of females with neurodevelopmental conditions during periods of reproductive transitions including puberty and menopause. As a neurodivergent female, Dr. St. John hopes her research will help support and empower other neurodivergent women.

[Jessica Ayala](#), Faculty of Social Work

Dr. Jessica Ayala (she/her) is a Professor (Teaching) and Vice-Dean in the Faculty of Social Work. Previously, she was Associate Dean, Teaching and Learning for the Faculty of Social Work and Educational Leader in Residence, Online Learning and Teaching, at the Taylor Institute. She has been a GFC and GFC exec member since 2021. Previous University-level service includes GFC Teaching and Learning Committee, Course Feedback (USRI) Technology Steering Committee, Academic Crisis Management Task Force, and Tenure Appeals Committee. Awards received include: UC Teaching Award for Teaching in Online Environments & SU Teaching Excellence Award.

[Cydnee Seneviratne](#), Faculty of Nursing

Dr. Seneviratne is an Associate Professor (Teaching) who first came to the University of Calgary in 1995 to pursue a Master's degree in Nursing; she has been teaching here since 2001, received a FUTURE Program for Cardiovascular Nurse Scientists Fellowship (a CIHR Strategic Training Program in Health Research)-funded

PhD from this Faculty in 2007, and completed a Post-Doctoral Fellowship funded by the Heart and Stroke Foundation of Canada with Dr. Kathryn King-Shier in January 2010. Dr. Seneviratne's scholarship area is interprofessional practice, mentorship, and teaching and learning.

Election of One Academic Staff Member as the Member of the Board of Governors Nominated by GFC

Tom O'Neill, Faculty of Arts

Tom O'Neill is Professor and Head of Industrial and Organizational Psychology in the Department of Psychology and the Arts-Engineering Chair in High Performance Teamwork and Engineering Education. He has been with the University for 13 years and has built a cross-university perspective [e.g., University of Calgary Strategic Planning Oversight Committee Member (2022-2023), University of Calgary Veterinary Medicine Strategic Planning Chair (2023-2024), Department of Psychology Strategic Planning Chair (2021-2022), SUPPORT: Partnerships and Major Grants Committee Member (2017-2019), and the University of Calgary Promotion Review and Salary Anomalies Committees (2023, 2024)]. He has collaborations spanning most faculties on campus and research grants from SSHRC, NSERC, CFI, Mitacs, Taylor Institute, and VPR Catalyst. He works extensively in industry partnerships, coaching executive teams, and advising on organizational culture and leadership transformation, including a major research stream in Oil, Gas, and Mining for preventing Serious Injuries and Fatalities in partnership with the Alberta Mine Safety Association and major Oil and Gas producers. Tom drove the Canadian Society for Industrial and Organizational Psychology Long-Range Plans (as Chair) and he teaches in Executive Education. As a pragmatist and as a matter of reputation, Tom is driven to get the job done at the highest standard of achievement.

Shelley Alexander, Faculty of Arts

Shelley is a Professor of Geography and lead scientist of the SSHRC funded Foothills Coyote Initiative. She has supervised 40+ graduate students, served on 50+ graduate examination committees (across Arts, Science, EVDS, Medicine, Vet Med), and is widely published. Her relevant service record includes: GFC (2014-2023), Senate (Appointed 2016-2018, Elected 2020-present), FOA Executive Committee (2011-2016), URGC (2014), APRC (2013), TUCFA (2013), Student Appeals (2003), and various hiring committees. Shelley mentors for the One-Health Student Mentorship program and serves on the Calgary Institute for Humanities Executive Board (2020-present). Shelley provides key operational support for *UCalgary Living with Wildlife* (<https://research.ucalgary.ca/wildlife>), which requires ongoing coordination with Facilities, Security, VPR, Head Veterinarian and Summer Camp Offices to provide risk management support, sustainability guidance, and coexistence education to UC units (e.g., Kinesiology) and surrounding Calgary neighbourhoods. Shelley has worked with the UC campus architect to maintain biodiversity and enhance sustainability for the Spyhill LRDP. This year, she supported the UC student recruitment program (listen/watch podcast and sample lecture series created by the UC Registrar's Office). Shelley has volunteered on several non-profit boards (e.g., Calgary Foundation), regularly contributes to media outreach, and provides expert testimony on wild canids to Provincial and State courts across North America.

Submitted GFC Motion Regarding the Provincial Priorities Act

Moved by Professor JK Donlevy, President of the Faculty Association of the University of Calgary

Whereas, the Provincial Priorities Act recently passed by the Government of Alberta poses a threat to academic freedom and institutional autonomy by creating the potential for political interference in the funding of post-secondary research and scholarship in Alberta.

Whereas, that Act may lead to the loss of hundreds of millions of dollars in research and scholarship funding for the University of Calgary and other Albertan post-secondary institutions, funding that is critical to achieving the teaching, research, scholarly, and artistic strategic ambitions of the University of Calgary specifically and all Albertan post-secondary institutions generally.

Whereas Albertans are proud of the national and international academic reputation of the University of Calgary specifically, and other post-secondary institutions in Alberta generally, to provide exceptional high-quality education and scholarship in all fields of knowledge and from all intellectual and epistemological perspectives, which has taken many decades of dedicated work by academic and other staff supported by provincial and federal research grants awarded based upon intellectual and scholarly merit.

Whereas, in its current form, the Provincial Priorities Act could potentially and significantly negatively impact the teaching, research, and scholarly national and international academic reputation of the University of Calgary specifically and of all Alberta's post-secondary institutions generally; labeling academic research and scholarship with the stamp of political interference, suggesting that research and scholarship has been tailored to advance a political ideology, resulting in the best and brightest post-secondary educators and researchers potentially leaving to go to other post-secondary institutions in jurisdictions where academic freedom and institutional post-secondary autonomy are protected, along with their students.

Whereas the General Faculties Council, as set out in section 26(1) of the Post-Secondary Learning Act, subject to the authority of the Board of Governors, is responsible for the "academic affairs of the University."

It is therefore resolved that the General Faculties Council at the University of Calgary is opposed to the Provincial Priorities Act and unless post-secondary institutions are exempted from any and all provisions of that Act, it calls on the Government of Alberta to withdraw the Act in its entirety. Further, the General Faculties Council at the University of Calgary respectfully requests the President of the University of Calgary to notify the Premier and Minister of Advanced Education of the Province of Alberta, respectively, of this resolution by the General Faculties Council of the University of Calgary.



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**GENERAL FACULTIES COUNCIL
INFORMATION BRIEFING NOTE**

SUBJECT: Innovation Ecosystem Update

PROPONENT(S)

William Ghali, Vice-President (Research)

PRESENTERS:

Adam Cragg, Acting Executive Director, Hunter Hub for Entrepreneurial Thinking
Nima Najand, Director, Life Sciences Innovation Hub

PURPOSE

To provide the General Faculties Council with an update of the progress of the Innovation@UCalgary ecosystem and discuss strategic priorities.

OVERVIEW

UCalgary's innovation ecosystem supports innovation activities of our scholars, staff, and students, bridging the transition from discovery to delivering solutions for society. The ecosystem includes activities and support functions in faculties, departments, programs including:

- Innovate Calgary,
- Hunter Hub,
- W21C (CSM),
- IMPACT clinical trials (CSM),
- Creative Destruction Lab - Rockies (HSB), and
- Vice-President (Research) (VPR) Office and support activities in faculties.

We work with our campus and Calgary communities, government, industry, and other institutions to accelerate innovation and delivery of solutions for the benefit of society. UCalgary is actively growing our innovation ecosystem to promote a culture of innovation and change making. The groups and programs in our ecosystem have made significant accomplishments over the past year.

KEY POINTS

1. Recent Highlights

- UCalgary named #1 start-up creator among Canadian research universities for third year in a row.
- Carbon Engineering attained 'Unicorn' status – first technology-Unicorn from UCalgary
- UCalgary passes the 100 start-ups mark since introduction of the Creator(s) Choice model, introduced in 2018.
- Opening of aerospace hub in the YYC terminal with partners WestJet, airport authority and others.
- UCalgary wins \$10m ElevateIP contract – only Canadian University awarded one of the 5 national contracts.
- Ian Gates PEng PhD FCAE appointed to Associate Vice President (Research & Innovation) May 1st, 2024.

2. Innovation Ecosystem Development

The innovation ecosystem works in an integrated supportive manner. While the innovation journey is not always straightforward, we have developed supports for each stage of the journey and innovators can enter the ecosystem at any point. Over the past year, we have identified gaps in our ecosystem and have expanded and refined our supports in response.

The innovation journey can be summed up in five stages: creating interest, invention support, venture creation and IP, incubation and acceleration, and scaling and growth. These stages often overlap, and innovators may need to revisit stages multiple times over the course of an innovation's development. We have also increased our mentorship offerings since we identified a need to enhance support for innovators as they progress through their journey.

Expansion and refinement of the innovation ecosystem this year includes the following highlights.

2a. Hunter Hub for Entrepreneurial Thinking

The Hunter Hub is a critical contributor to creating interest in innovation at UCalgary, particularly among undergrad and grad students and postdocs.

- As of March 31, 2023, the Hunter Hub has facilitated 3,842 experiential learning placements as part of its commitment under the Government of Canada's Innovative Work-Integrated Learning Initiative.
- The Launchpad program wrapped up at the end of March with the Liftoff! Pitch Competition. Over 200 participants completed the program, representing 11 of 14 faculties. Participants enter the program with a business or social venture idea and learn how to take the idea from conception to impact.
- The Ascent program currently has 22 teams. All teams have an early-stage business in the prototyping phase and work to advance their business and launch it into the market. The program concludes with a pitch competition at Inventures, allowing the top 5 teams to showcase to a global audience.
- The first iteration of the Summer Accelerator supported 14 teams of startup founders. Seed funding was provided to the teams totalling approximately \$150,000 and since that time teams have raised over \$600K.
- Map The System (MTS) – 131 student participants conducted research and human centred design on a social or environmental issue of their choosing as the first step towards innovative solutions. Eight teams competed at UCalgary Campus finals and a spot in Canadian national semi-finals.
- The Hunter Hub Startup Fund supported 23 innovators, totalling ~\$23,000.
- Hunter Hub Solutions Lab - 60 students participated in the Hunter Hub Solutions Lab during the fall semester. Offered in partnership with the Office of Sustainability, students worked in teams of 5 to develop entrepreneurial and innovative solutions to enhance sustainability on campus, learning practical ways to apply an entrepreneurial mindset to real world problems in the process.
- TC Energy Ingenuity Speaker Series – Hosted two speaker series events in partnership with TC Energy, featuring Jade Alberts (November) and Holly Singer (March). The TC Energy Speaker Series brings well known entrepreneurs to the heart of campus to share their thoughts, experiences, and expertise with the UCalgary community.

2b. AEIR, E2I: Supporting invention and creation.

Evolve to Innovate (E2I) and Academic Entrepreneurs in Residence (AEiR) are synergistic programs that support novice innovators to add complementary innovation streams to their research activities, and mentor them through the innovation journey.

- The E2I program is a new pathway for researchers to translate successful research outcomes into practical solutions. E2I fellows engage in an eight-month experiential innovation curriculum, including mentorship from experienced entrepreneurial faculty members, community entrepreneurs, hands-on workshops, guidance, and a cash allowance.
- The AEiR program supports the transition from discovery through invention towards innovation through mentorship with successful academic entrepreneurs. The pool of AEiR mentors (9 in total) are experienced researchers and start-up co-founders. The team works closely with CDL Rockies - energy\agriculture\prime streams and the CDL Vancouver-climate stream to link with their “nurture programs”. Since AEiR’s inception in 2022, 9 teams supported by AEiR, entered CDL.
- Since the end of 2023:
 - 28 Innovation teams mentored.
 - 1 micro credential course launched (Design Thinking for Research Innovations).
 - 70 innovators attended the micro credential course.
 - >840 hours of mentorship.
 - >\$7.7M Capital raised by AEiR ventures (dilutive and non-dilutive).
 - 38 Invention disclosures filed.
 - 11 patents and 3 trademarks filed by AEiR teams.
 - 18 jobs created by AEiR team.

2c. Innovate Calgary

Innovate Calgary is critical to technology transfer, venture creation, IP education, and incubation and acceleration activities of UCalgary innovators. In FY 2023-2024, Innovate Calgary supported the following:

- 350 Principal Investigators with applied research, invention, and start-up projects.
- 25 applied research partnerships supported.
- 105 invention disclosures.
- 19 new patents filed.
- 20 new revenue bearing agreements.
- 18 new companies formed.

Innovate Calgary also operates four hubs: the Energy Transition Centre, the Life Sciences Innovation Hub, Social Innovation Hub, and the new Aerospace Innovation Hub.

Energy Transition Centre / Avatar

The Centre is one of the finalists for Foresight Canada’s 2024 Ecosystem Supporter of the Year award. Outcomes by March 2024 include:

- Centre partners and members raised \$5.35M in private investment and incurred \$1.23M in R&D expenditure.
- 717 industry professionals and graduate students were trained in energy transition technology commercialization.
- 16 energy transition technologies were tested/simulated for scale-up and commercialization.
- 29 UCalgary graduate students received a cumulative \$220k in Transformative Talent Internships in partnership with the Centre.
- 57 Small/medium enterprises (SMEs) and pre-seed start-ups benefitted from Centre programming.
- 34 direct STEM HQP jobs were created.
- The Centre hosted 130+ events that attracted more than 6600 attendees.

Life Sciences Innovation Hub (LSIH)

- 130,000 sq ft research facility created in 2019 to support early-stage life sciences companies.
- Offers access to containment level II labs, rapid prototyping labs, and over \$3M in equipment.
- Start-up companies have access to a roster of over 100 advisors and consultants.
- Access to seed funding through UCeed, non-dilutive funding, regulatory affairs support through IMPACT, and a host of discounts through our partners.
- Performance metrics include:
 - \$278 million of revenue (2019 – 2023).
 - \$197 million of Research and Development conducted (2019 – 2023).
 - 554 jobs created (2019 – 2023).
 - 374 companies supported (2019 – 2023).

Social Innovation Hub

- Home for social innovators and entrepreneurs, researchers, and community organizations to collide.
- Aims to foster social innovation and social start-up development by focusing on relationships, co-creation, leveraging expertise, experience, and input of diverse entrepreneurs and partners to advance change.
- Performance metrics include:
 - \$2.6M core investment from Prairies Economic Development.
 - \$1M investment into social venture development and investment readiness from Government of Alberta 2023-2025.
 - \$1M investment from Suncor Foundation 2023-2027.
 - 8 students/ youth hired to support social innovation projects (over 3 years).
 - 16 social innovation projects tackling local problems (over 3 years).
 - 105 BIPOC and rural led ventures supported (Black Indigenous and People of Colour and Rural).
 - 5 Pitch events (Women, Rural, Indigenous, Black, Newcomer)
 - 110 Social Ventures supported.
 - 55 Women-led ventures.
 - 20 Partners engaged in program delivery.
 - 65 SIH member companies.
 - 30 events, 800+ participants.

University Innovation Quarter (UIQ)

- Located just North of UCalgary main campus.
- A newly revitalized innovation and research cluster.
- Innovate Calgary is the innovation agent of the UIQ – has developed a high-impact and scalable Innovation Hub model that will activate the UIQ.
- Design of the component elements of a Hub ensures a complete set of offerings to shepherd technology from labs towards its practical application.

2d. UCEED

UCeed is the largest university-based group of start-up investment funds in Canada and is leading the trend in Canadian University-based “Gap Fund” development. Today, UCeed includes 6 funds: Energy, Child Health, General Health, Neuroscience, Social Impact, and the Haskayne Student Fund. In its first 3.5 years, UCeed has secured \$22M in funds under management and has invested \$8.56M into 58 UCalgary and community-based start-ups. In the past year, UCeed was recognized by the Canadian Venture Capital Association (CVCA) as the 3rd most active pre-seed and 5th most active seed investor in Canada. Performance metrics include:

- 150+ students and 250+ principal investigators engaged across 48+ academic units and 20+ industries.
- 330+ jobs created by portfolio companies after UCeed investment.
- \$100+M raised by portfolio companies from third parties following UCeed investment.
 - \$68+M in dilutive capital from investors.
 - \$32+M raised from commercialization grant providers and other non-dilutive sources.
- \$1+M in sponsorship with community partners which include TD Bank and Cenovus.

3. Ahead of Tomorrow

Ahead of Tomorrow seeks to further raise the reputation and impact of the University by increasing access to impactful and future-focused education; by harnessing the power of research and innovation to tackle society's biggest challenges, and by ensuring we locate community at the centre of all we do.

We seek to move from aspiration to solutions and outcomes delivered to society. The University's innovation ecosystem, with its embedded entrepreneurial context, enables the solving of complex, global social problems and technical research/innovation challenges and will provide support for the strategies included in the Ahead of Tomorrow plan.

ROUTING AND PERSONS CONSULTED

<u>Progress</u>	<u>Body</u>	<u>Date</u>	<u>Approval</u>	<u>Recommendation</u>	<u>Discussion</u>	<u>Information</u>
	Research and Scholarship Committee	2024-05-16				X
X	General Faculties Council	2024-06-13				X
	Board of Governors	2024-06-14				X

NEXT STEPS

This presentation is for information.

SUPPORTING MATERIALS

PowerPoint Presentation.

Innovation Ecosystem Update

General Faculties Council (GFC)

June 13, 2024

Nima Najand – Senior Director, Innovation Hubs

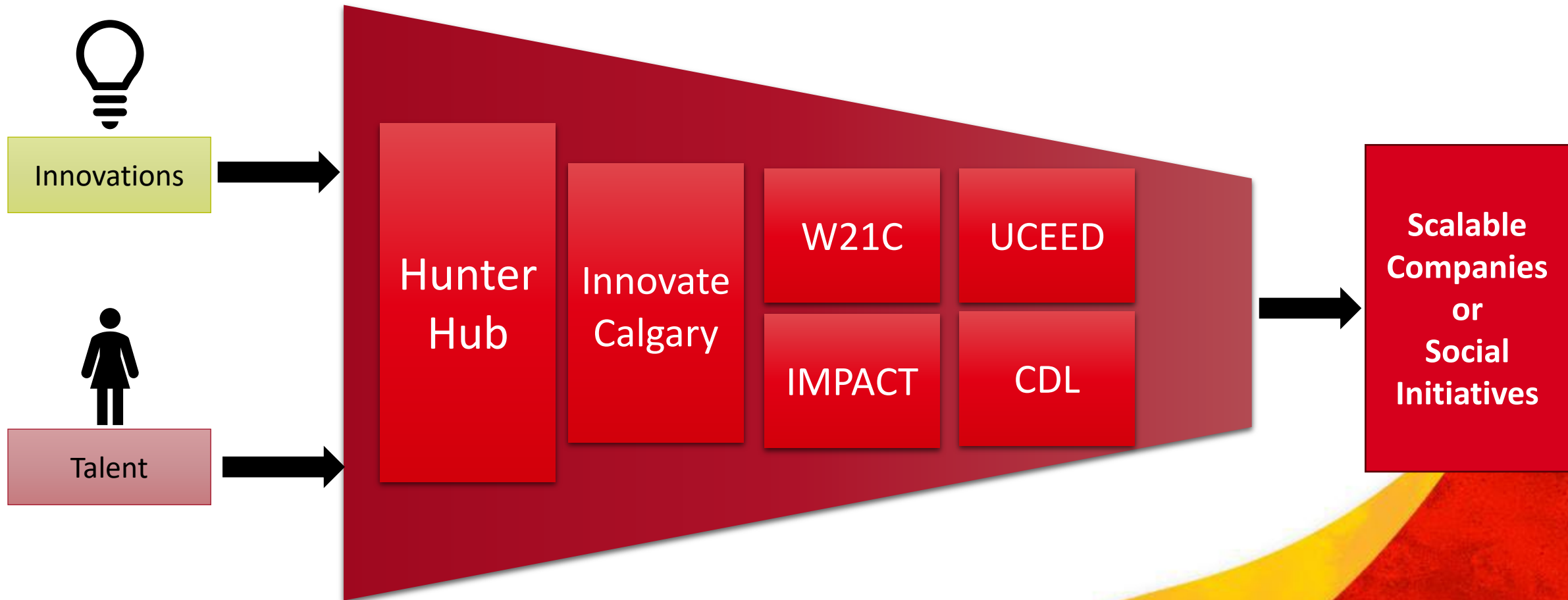
Adam Cragg – Executive Director, Hunter Hub



Support Pipeline

A Critical Enabler of the Ahead of Tomorrow Strategy

[raising access to impactful future-focused education; harnessing research and innovation to tackle society's grandest challenges, and community-centric]



Past Year Highlights



- UCalgary named #1 start-up creator among Canadian research universities for third year in a row
- Carbon Engineering attained 'Unicorn' status – first technology-Unicorn from UCalgary
- UCalgary passes the 100 start-ups mark since introduction of the Creator(s) Choice model, introduced in 2018
- Opening of aerospace hub in the YYC terminal with partners WestJet, airport authority and others
- UCalgary wins \$10m ElevateIP contract – only Canadian University awarded one of the 5 national contracts
- Ian Gates PEng PhD FCAE appointed to Associate Vice President (Research & Innovation) May 1st, 2024

Past Year Highlights – Innovation



- Past year - facilitated 3,842 experiential learning placements
[under Gov't of Canada's Innovative Work-Integrated Learning Initiative]
- **Launchpad:** >200 participants (11 of 14 faculties) ended March with Liftoff! Pitch Competition *[business/social venture idea; learn to take idea from conception to impact]*
- **Innovate Calgary:** 350 Principal Investigators with applied research, invention, and start-up projects; 18 new companies formed
- **Academic Entrepreneurs in Residence (AEiR):** 28 teams mentored; >840h mentorship
- **Life Sciences Innovation Hub (LSIH):** \$278 million of revenue by LSIH companies (2019-2023); 554 jobs created (2019-2023)
- **Social Innovation Hub (SIH):** 105 BIPOC and rural led ventures supported (Black Indigenous and People of Colour and Rural); 55 Women-led ventures + 20 Partners engaged in program delivery
- **Energy Transition Centre (ETC):** Finalist for Foresight Canada's 2024 Ecosystem Supporter of the Year Award; hosted 130+ events with >6600 attendees
- **UCeed:** invested \$8.56M into 58 UCalgary and community-based start-ups

Example: Aerospace+ Innovation Hub



- Launched in 2024
 - \$2.3 M Prairies Economic Development
 - \$3.9 M Opportunity Calgary Investment Fund

Partners:



Lab Space
Office Space
Event Space
Meeting Rooms





Get started

Find the resources you need to put your ideas into motion.

<https://research.ucalgary.ca/innovation/get-started>

Questions?



GENERAL FACULTIES COUNCIL
INFORMATION BRIEFING NOTE

SUBJECT: Global Engagement Plan Progress Report

PROPONENT(S)

Dr. Ed McCauley, President and Vice-Chancellor

PURPOSE

To provide the General Faculties Council with an update on the key goals of the University of Calgary’s Global Engagement Plan (GEP) that was first introduced in December 2020.

KEY POINTS

Within the ‘dashboard’ document (attached), data is provided to explain progress towards three overarching goals and targets of the Global Engagement Plan:

- 1) Increase diversity of the campus communities
- 2) Improve global and intercultural capacity within our campus communities
- 3) Enhance global partnerships

BACKGROUND

The 2013 International Strategy supported a period of rapid expansion of University of Calgary’s international activity according to strategic goals. The Global Engagement Plan 2020-2025 builds on its success, with a purposeful shift in name, to reflect our institutional commitment to meaningful global partnerships.

The Global Engagement Plan 2020-25 made some strategic adjustments appropriate to the current context. It uses the priorities of the Academic and Research Plans to help guide our global initiatives for enhanced strategic coherence. Within the goals, new and ambitious targets build on our achievements to date, and a series of accompanying metrics track our progress.

ROUTING AND PERSONS CONSULTED

<u>Progress</u>	<u>Body</u>	<u>Date</u>	<u>Approval</u>	<u>Recommendation</u>	<u>Discussion</u>	<u>Information</u>
X	General Faculties Council	June 13, 2024				X

NEXT STEPS

Until 2025, the GEP will guide our priorities and resources as we work toward our new institutional Strategic Plan *Ahead of Tomorrow*. The GEP will continue to transform our institution and how we engage globally by focusing on strategic partnership development, faculty-driven initiators of international activities, incentivized activities, building capacity and sustainability.

An Annual International Impact Report is currently being developed based on the information presented in the supporting materials and will be posted on the UCalgary International website over the summer.

SUPPORTING MATERIALS

Slides highlighting each goal of the Global Engagement Plan Progress Report (2023).



UNIVERSITY OF
CALGARY

Global Engagement Plan

Progress Report 2023

Dr. Ed McCauley, President and Vice-Chancellor

June 2024

Global Engagement Plan 2020-25



2013 INTERNATIONAL STRATEGY

1. Increase diversity of the campus community
2. Improve cross cultural competencies
3. Enhance collaborations and partnerships
4. Leverage expertise to engage in international development

FOUNDATION
Country strategy



(NEW) GLOBAL ENGAGEMENT PLAN 2020-25

1. Increase diversity of the campus community
2. Improve global and intercultural capacity within our campus communities
3. Enhance global partnerships

FOUNDATION
Research & Academic Priorities



UNIVERSITY OF
CALGARY

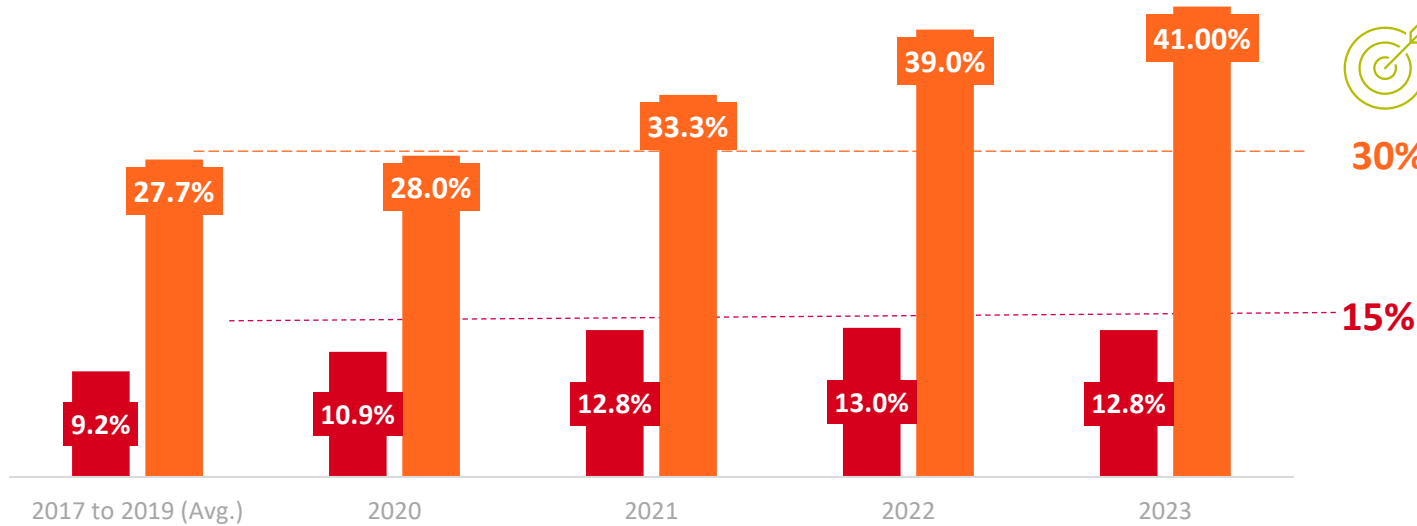
General Faculties Council
approved May 29, 2020



Goal 1: Increase diversity of the campus community

Undergraduate & Graduate International Students

Target set by GEP

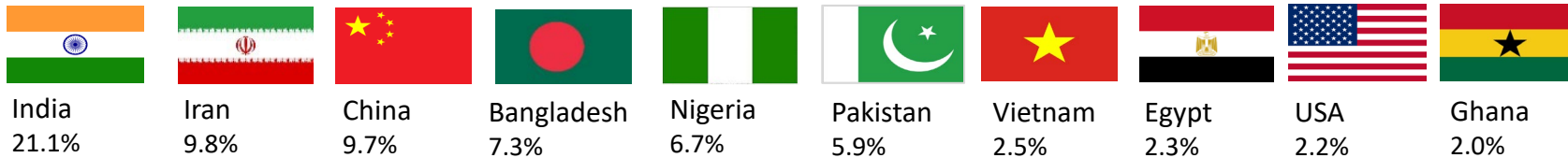


In 2023, 50% of our Postdocs were international

In the last three years, on average, 14% of our newly hired Academics were international

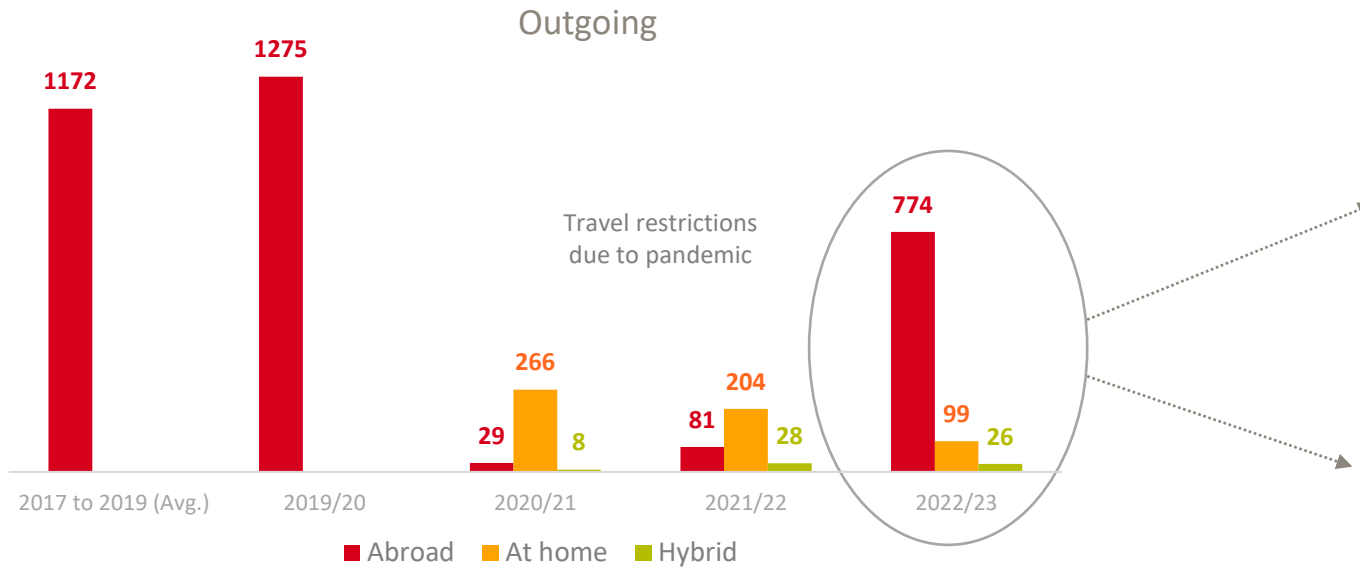
ContEd ESL student enrolment was 5600+ in 2023-24

Top countries of origin for international students in 2023



Goal 2: Improve global and intercultural capacity within our campus communities

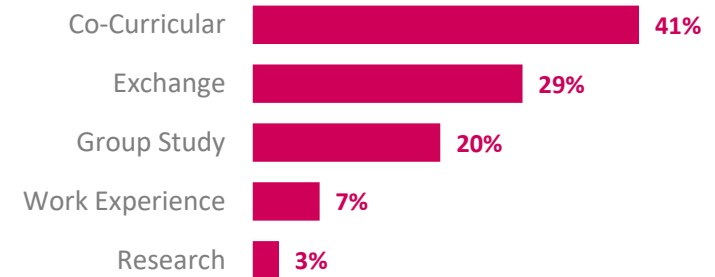
Undergraduate Global Learning Experiences



Top 5 countries



Programs



370+ undergraduate incoming exchange students in 2022/23

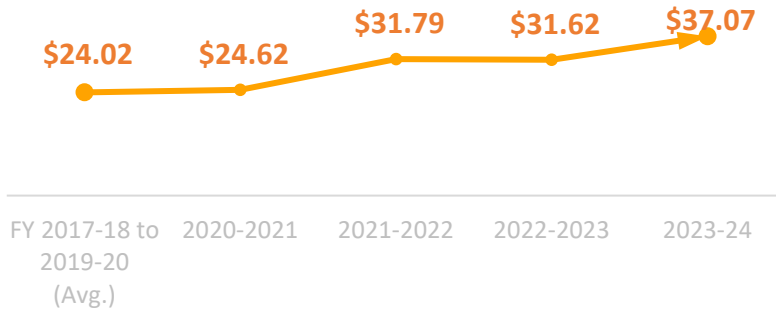
\$916K in global learning funding support in 2022/23

Goal 3: Enhance Global Partnerships

International Research

\$5.5M

increase in international
research revenue since
FY 2022-23



Global Development

11
Projects

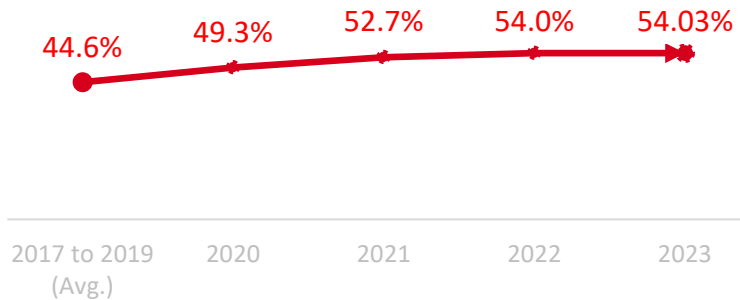
\$6M+
Project
Value

61
Academic
s Involved

34
Students
Involved

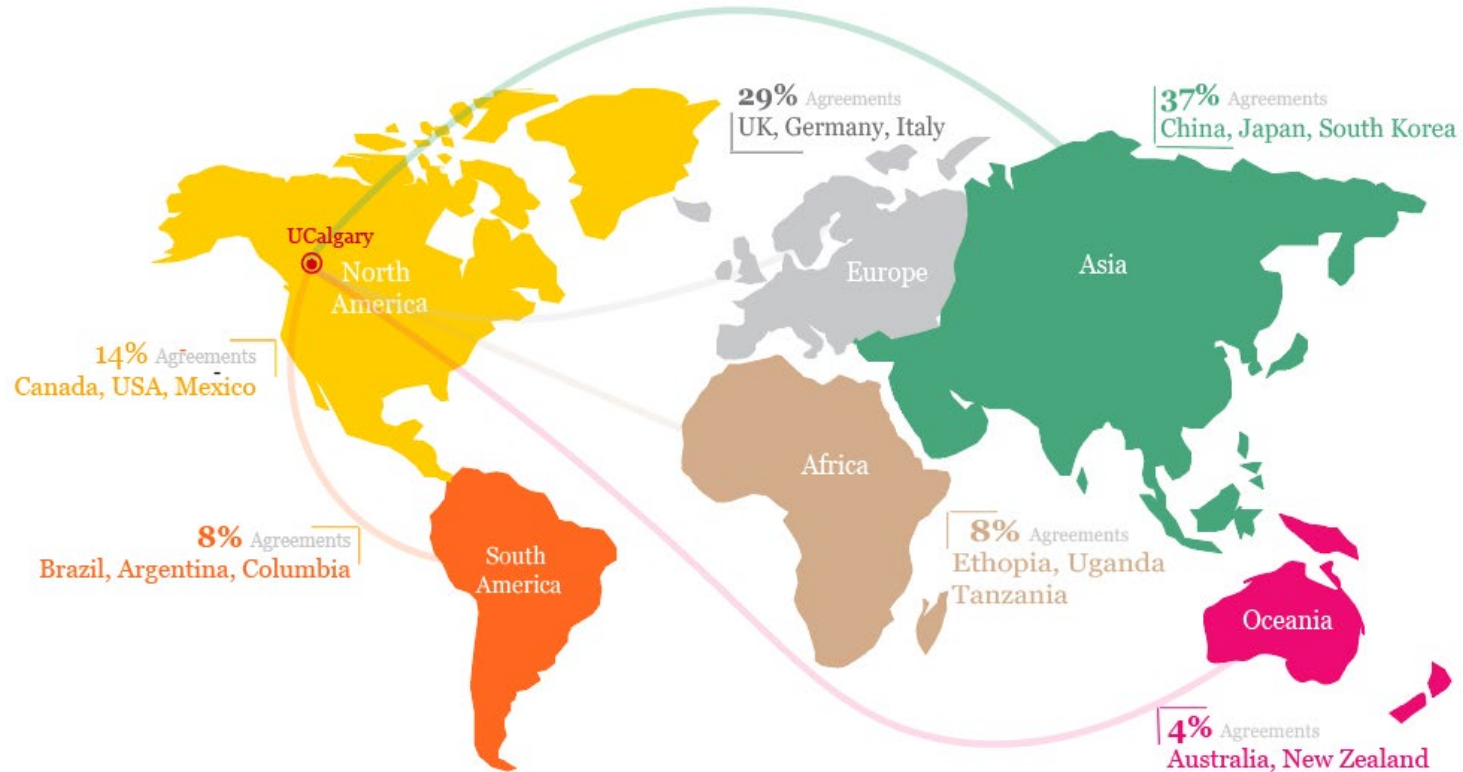
54%

of UCalgary's total
publications have an
international co-author
in 2023

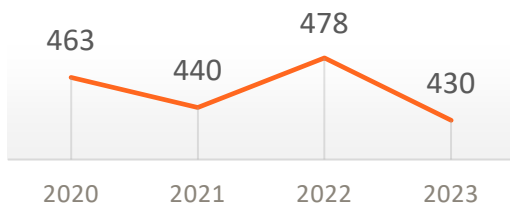


Goal 3: Enhance global partnerships

Academic agreements by Continent



Agreements by Year

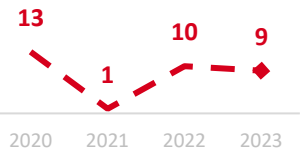


Mission and Delegations



9

Missions



62

Delegations



66%

of 2023 engagements had
Diplomatic participation



GENERAL FACULTIES COUNCIL
INFORMATION BRIEFING NOTE

SUBJECT: 2024 GFC Member Survey

PROPONENT(S)

Courtney McVie, University Secretary

PURPOSE

For the General Faculties Council (GFC) to receive and review the 2024 GFC Member Survey results.

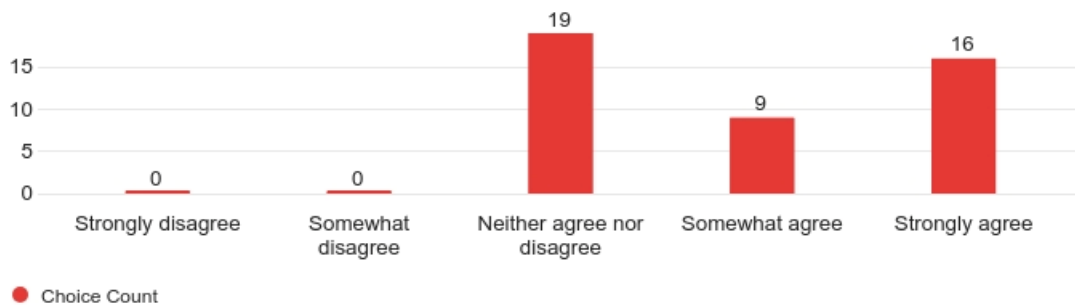
OVERVIEW

The members of the GFC were asked to participate in a survey in April 2024 to collect information about the engagement and functionality of the GFC from the members’ perspective. With two vacancies, there were 108 members of GFC at the time the survey was conducted. The survey received a response rate of 44% (48 responses). Not all participants answered all the questions. Prior to the next survey, a review will be done to determine the best way to improve the survey response rates.

Below is a summary of the survey results and comments. For the scale questions (strongly disagree, somewhat disagree, neither agree nor disagree, somewhat agree, strongly agree), space to elaborate in a comment box was provided for if members wished. This report provides a thematic summary of the comments received, to eliminate repetition of thoughts and non-substantive comments (e.g. “no”, “none”). The Likert scale responses received were generally positive. The comment sections provided clarity and allowed the identification of effective approaches to address responses.

GFC Survey Summary

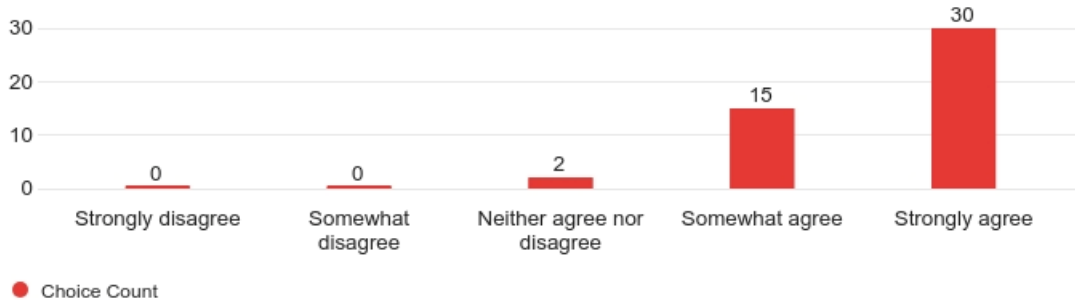
Question 1: The member orientation session held in September was useful and informative and provided me with sufficient information on the role of the GFC in the academic operations of the University and my responsibilities as a GFC member.



Note: The responses to this question included many “neither agree nor disagree” responses, likely because “did not attend” did not appear as a response option as intended.

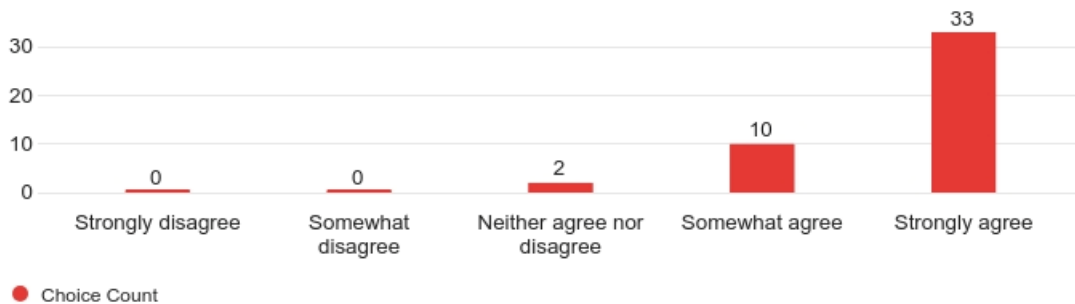
The only substantive comment suggested adding further details on the roles of the standing committees which will be incorporated into next year's orientation.

Question 2: I understand the role and responsibilities of the GFC.



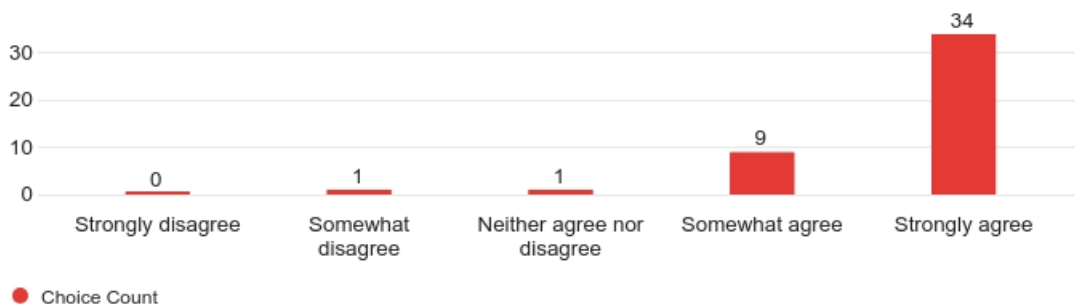
The comments received included that a more detailed explanation of the question period and decision-making processes could be added to the orientation, and that briefing notes could include information about how to send follow-up comments to presenters.

Question 3: The GFC is provided with adequate information and resources (i.e. the meeting package) for effective decision-making, and the decisions requested are clearly described.



The comments received observed that sometimes the agenda does not estimate a long enough length of time to discuss some items and that some items of business arrive to the GFC near or at the end of the approval process. The inclusion of the decision-making process into the orientation should help explain the process including that significant items such as strategies and major initiatives come first for discussion and then for decision.

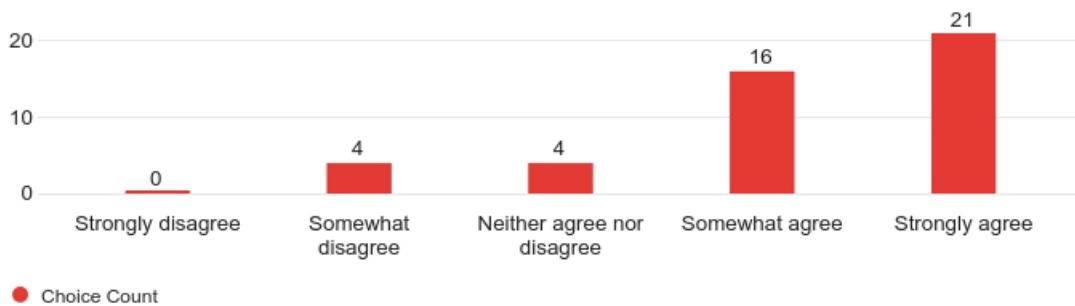
Question 4: The upload of the meeting package provides adequate time for review in advance of meetings.



The only comment received was that it would be helpful for members to be provided especially large documents

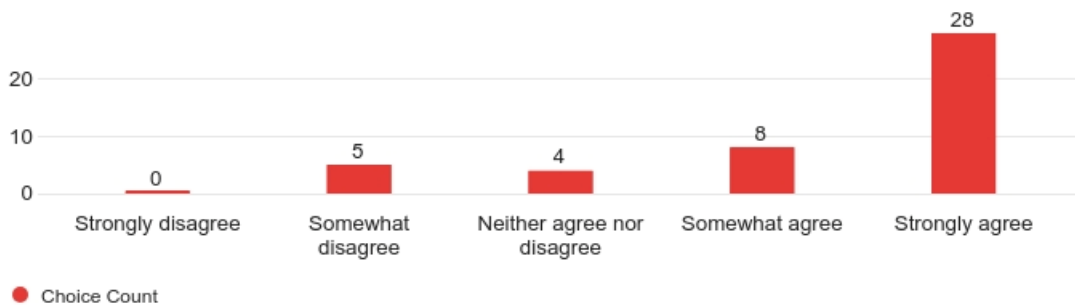
earlier than one week ahead of the meeting.

Question 5: The level and length of GFC discussions is appropriate.



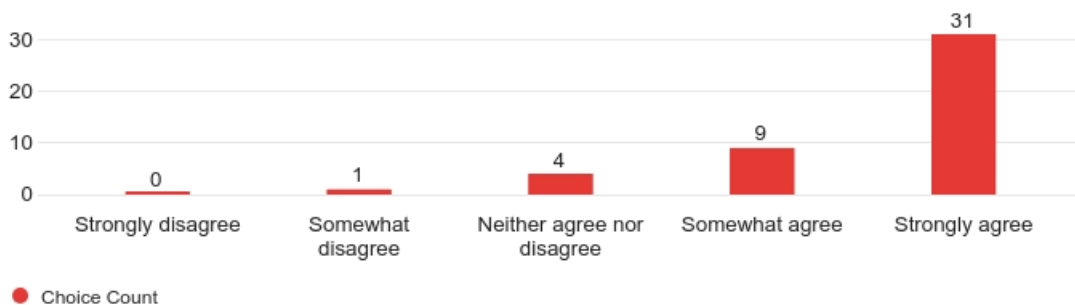
Comments included an observation that some items of business generate more discussion than others, that it is perceived that there is less discussion during the virtual meetings, and that sometimes the agenda either estimates too long or too short an amount of time for some items. The Secretariat will continue to refine the process to support as accurate as possible time allocations for items.

Question 6: I feel welcomed to make comments during discussions and feel that my feedback is considered.



Comments indicate that some members perceive that discussions are dominated by some members of GFC and that at times feedback is responded to in a defensive way. It was highlighted that not all members know each other, to address this, going forward the Chair will remind members to introduce themselves before speaking/asking questions.

Question 7: The Chair and Vice-Chair effectively manage the meetings, including agenda/time management, discussions, and engagement of GFC members.



Comments included expressions of dissatisfaction with the acoustics in the meeting space and appreciation for the

structure and time management of GFC meetings. It was suggested that briefing notes could include more questions to focus discussion by GFC members and that a model could be considered to allow members to signal in advance of a meeting that they have questions/comments about an item.

Question 8: Were there any barriers to your engagement and attendance this year?

Most respondents did highlight any barriers to attendance, however those that did report barriers to attendance shared that they were: other commitments (such as internship, teaching, and conference attendance), being located away from the main campus, the uncomfortable meeting space, poor acoustics in the meeting space, concerns about air quality and the possibility of spread of illness, and the length of the meetings.

Question 9: What aspects of GFC operations do you value and would like to see continue?

Members expressed preference for in-person meetings and virtual meetings, and so there is a lack of consensus about modality; some support for the model of alternating between in-person and virtual meetings was expressed.

Comments included expression of appreciation for the opening inclusive practice and safety moments, the reporting on current issues for the University, the facilitation of discussions, the organization of the materials and meetings, the transmission of information important to faculty, staff, and students, the exposure to happenings in the broader University community, and the conducting of GFC elections in an asynchronous manner so that all members can participate.

Question 10: What would you like to see done differently over the coming year?

Members again expressed a variety of opinions about the modality of the GFC meetings and dissatisfaction with the current meeting space. A renovation is currently underway and in-person GFC meetings will be relocated to a new meeting room at some point during the 2024-2025 meeting year. It is anticipated that this meeting space will be better for acoustics, accessibility, spaciousness, etc. and will address members' concerns about the meeting space.

BACKGROUND

The GFC Bylaws states that *"The GFC shall carry out an assessment of its performance and operations no later than two years following its last assessment in accordance with a process approved by the GFC Executive Committee."* The last assessment was held in 2022. The format of GFC assessments has varied in recent years (surveys, evaluation sessions, or a combination) to foster engagement and receive productive feedback. The Secretariat proposed at the February 14, 2024 GFC Executive Committee (EC) meeting that the 2024 assessment be conducted through a Qualtrics survey, and the EC was in agreement.

The questions are similar to questions from previous GFC member surveys and questions posed during recent evaluation sessions. The questions were drafted in consideration of recent Academic Planning and Priorities Committee and Board of Governors surveys, which were developed after a review of current best practices, including that of the University's peer institutions as well as examples from the Governance Professionals of Canada. The EC approved the questions at its April 11, 2024 meeting.

The assessment was conducted in April (before the terms of the student members ended). At the suggestion of the EC, the survey was launched on April 11, 2024 during the GFC meeting and time was provided at the meeting for members to complete the survey if they wished. The survey remained open until April 30, 2024.

A commitment was made to report on the feedback received from GFC members at the June 2024 GFC meeting.

ROUTING AND PERSONS CONSULTED

<u>Progress</u>	<u>Body</u>	<u>Date</u>	<u>Approval</u>	<u>Recommendation</u>	<u>Discussion</u>	<u>Information</u>
X	General Faculties Council	2024-06-13				X

NEXT STEPS

The Secretariat and the Chair will work to incorporate as much of the feedback received as possible into the operations of the GFC for the 2024-2025 meeting year. If GFC members would like to discuss the survey or related matters further please reach out to the Secretariat.



**UNIVERSITY OF
CALGARY**

**GENERAL FACULTIES COUNCIL
INFORMATION BRIEFING NOTE**

SUBJECT: Approved Revisions to the School of Architecture, Planning and Landscape Faculty Council Terms of Reference

PROPONENT(S)

John Brown, Dean, School of Architecture, Planning and Landscape

PURPOSE

The revisions to the Terms of Reference (TOR) of the School of Architecture, Planning and Landscape (SAPL) Faculty Council (FC), approved by the General Faculties Council (GFC) Executive Committee, are provided to the GFC for information.

OVERVIEW

The revisions to the TOR to include:

- Name change from Faculty of Environmental Design to the School of Architecture, Planning and Landscape throughout the document.
- Expanding voting membership to include:
 1. The Student Association (SA) President of SAPL
 2. The SAPL elected Students' Union (SU) representative or delegate appointed by the SU
 3. A representative of the Graduate Students Association (GSA) appointed by the GSA
- Invited Guests moving from Section 2 (Membership) to Section 6 (Council Meetings) in alignment with the FC TOR template.
- Clarifying how quorum is calculated.
- Closed meeting or closed sessions of meetings of the FC will be attended by those guests who are invited to remain for the closed session or portion thereof.
- Certification of Records (Section 6), removing "Chair" to establish that the Secretary or a FC designate will certify records.
- Adding Section 11, Secretary to Council to define the Secretary role

University Secretariat notes:

- Deleted the word "voting" in three places under Voting Members as this is not necessary
- Spelled out SAPL in the description of the Student Association President seat as this is the only place the acronym is used
- Standardized the description of the elected SU rep, referred to the Students' Union (not Student Union), and added words clarifying that the delegate is appointed by the SU not the rep themselves

- Standardized the description of the GSA rep to clarify that the rep is appointed by the GSA
- Deleted the notation that the list of invited guests is moved later in the document, as this is not text to be added to the document
- Used clearer language in the formula describing the calculation of quorum
- Removed the revisions tracking table from the end of the document, as only the approval date is appropriate for the Terms of Reference. The tracking of the SAPL recommendation should be in the briefing note, not the TOR.

BACKGROUND

The SAPL FC TOR was last reviewed in 2015 so a more detailed review was required.

ROUTING AND PERSONS CONSULTED

Progress	Body	Date	Approval	Recommendation	Discussion	Information
	SAPL Faculty Forum	January 17, 2024			X	
	SAPL Faculty Council	April 26, 2024		X		
	GFC Executive Committee	May 15, 2024	X			
X	General Faculties Council	June 13, 2024				X

NEXT STEPS

The TOR took immediate effect after approval by the GFC Executive Committee on May 15, 2024.

SUPPORTING MATERIALS

1. School of Architecture, Planning and Landscape Faculty Council Terms of Reference (approved) showing tracked changes
2. School of Architecture, Planning and Landscape Faculty Council Terms of Reference (approved) clean copy



UNIVERSITY OF
CALGARY

~~Faculty of Environmental Design~~ School of Architecture, Planning and Landscape

Faculty Council
Terms of Reference

1. ESTABLISHMENT

The Faculty Council (**Council**) of the ~~Faculty of Environmental Design~~ School of Architecture, Planning and Landscape is established pursuant to the Post-Secondary Learning Act (**PSLA**) and has those powers granted under the PSLA and these Terms of Reference (**TOR**), subject to the authority of the General Faculties Council (**GFC**).

2. MEMBERSHIP

Chair

Dean of the ~~Faculty of Environmental Design~~ School of Architecture, Planning and Landscape (the **Faculty**)
(ex-officio, voting)

Vice Chair

Acting Dean of the ~~Faculty of Environmental Design~~ School of Architecture, Planning and Landscape in the event of the Dean's absence from the Faculty
(voting)

Voting Members

- the President of the University of Calgary (**University**) or their delegate (ex-officio, ~~voting~~)
- all full-time members of the academic staff of the ~~Faculty of Environmental Design~~ School of Architecture, Planning and Landscape (ex-officio, ~~voting~~)
- a representative of the Alberta Association of Architects (AAA), the Alberta Professional Planning Institute (APPI), and the Alberta Association of Landscape Architects (AALA); bodies that, by statute, have regulatory powers in respect of the professions for which the ~~Faculty of Environmental Design~~ School of Architecture, Planning and Landscape offers programs of study, appointed by the respective bodies (~~voting~~)
- the Student Association (SA) President of the School of Architecture, Planning and Landscape
- the University School of Architecture, Planning and Landscape elected Students' Union (SU) representative or their delegate appointed by the SU
- a representative of the Graduate Students Association (GSA) appointed by the GSA
-

Invited Guests (non-voting) ~~** moved below under Invited guests section~~

- ~~• the President of the Faculty of Environmental Design Student Association or their delegate~~
- ~~• a representative of the Graduate Students Association (GSA)~~
- ~~• a representative of the Consulting Architects of Alberta (CAA)~~
- ~~• a representative of the Royal Architectural Institute of Canada (RAIC)~~
- ~~• a representative of the Community Planning Association of Alberta (CPAA)~~
- ~~• a representative of the Canadian Institute of Planners (CIP)~~
- ~~• a representative of the Canadian Society of Landscape Architects (CSLA)~~
- ~~• a representative of the City of Calgary~~

Member Terms

Appointed members may be appointed for a term of up to 3 years, with eligibility for re-appointment for an additional term of up to a cumulative maximum of five consecutive years. A member's term will continue until the term start date of the member's successor or on the expiry date of the member's appointment if there is no successor. Members having served the maximum 5 consecutive years will be eligible for appointment to the Council after a minimum of two (2) years has elapsed since the expiration of their last term.

Casual Vacancies

Appointed members will advise the Council secretary (**Secretary**) as soon as possible of any known or anticipated circumstances that would result in the member being absent from two or more consecutive meetings. In this circumstance or in the event that a member is absent from two or more consecutive meetings without notice, the Chair may agree to allow a substitute to be appointed for the duration of the absence of the member or may declare the member's position vacant and ask that a replacement be appointed for the balance of the member's term. Appointments under this provision will be conducted in accordance with the regular appointment process for that member.

Responsibilities of Members

Members are expected to:

- Familiarize themselves with the Council's role and these Terms of Reference.
- Attend each regularly scheduled Council meeting, making every attempt to attend in person.
- Come to meetings prepared to engage in respectful, meaningful discussion and provide considered, constructive and thoughtful feedback and commentary, express opinions and ask questions to enable the Council to exercise its best judgment in decision making and advising.

3. ROLE

The Council serves as the Faculty's senior academic governing and advisory body on the academic affairs of the Faculty. Accordingly, in addition to the responsibilities listed in the PSLA, the Council reviews and provides recommendations regarding academic priorities, strategies, plans and policies for the Faculty, and provides a forum for discussion, information sharing and approval of Faculty recommendations to the GFC or other external decision-makers.

4. RESPONSIBILITIES

The Council will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Council; however, the Council may carry out additional responsibilities and duties within its role.

The Council's primary responsibilities are as follows:

- a. determine the programs of study for which the Faculty is established;
- b. determine the conditions under which a student must withdraw from or may continue the student's program of studies in the Faculty;
- c. authorize the granting of degrees; and
- d. such other activities and responsibilities delegated or assigned to it by the GFC or brought to it by the Chair from time to time.

5. POWERS

The Council is empowered to carry out its role and responsibilities subject to any conditions or restrictions that are imposed on it by the GFC.

The Council may delegate any of its powers, responsibilities and functions as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, responsibility or function, including the power of sub-delegation. The Council shall require as part of any delegation of its authority that any action taken under a delegated authority of the Council be reported to the Council. The Council may also, by resolution, alter or revoke the delegation of any of its powers, responsibilities and functions under this section.

The Council is ultimately responsible for the work and responsibilities of each of its delegates, standing or *ad hoc* committees, and working groups, if any.

6. COUNCIL MEETINGS

Schedule

The Council will meet during the period from September to June in each academic year (the **Meeting Year**) in accordance with a meeting calendar provided to members. Additional regular or special meetings may be called by the Chair.

Notice

Members will be provided with a calendar of meeting dates for regularly scheduled meetings at least 1 month in advance of each Meeting Year, which is deemed to be sufficient notice to all members of any meeting shown in the calendar. Except in the case of an emergency meeting, notice of meetings that do not appear in the calendar will be provided at least two days in advance of the meeting date. Meeting details will be communicated to members by the Secretary as soon as they are available before each meeting.

Meeting Agendas

Meeting agendas will be formulated by the Chair and reviewed and approved in accordance with the Secretary's procedures.

A member intending to introduce a new matter at a meeting shall give written notice of the matter and any materials for the Council's consideration, to the Chair and the Secretary at least eight days in advance of the meeting at which it is intended to be introduced.

Notwithstanding the paragraph above, a matter may be introduced to a meeting of the Council without the specified notice thereof having been given and without it having been included in the agenda if the matter is communicated in advance to the Chair, and its introduction to the meeting is approved by the Chair.

If a person who is not a member or a guest approved by the Chair wishes to address the Council at any meeting, such person may do so if he or she has received the prior permission of the Chair.

Materials

As much as possible, meeting materials will be provided to the Council electronically one week in advance of a scheduled meeting.

Absence of Chair

In the event that the Chair is unable to attend a meeting of the Council, the Vice Chair shall act as Chair for that meeting.

If neither the Chair nor the Vice Chair is present within 15 minutes of the time fixed for the commencement of the meeting, the meeting will be canceled.

Quorum

A quorum for the transaction of business at any meeting of the Council is a number equal to a one-half (1/2) of the voting members of the Council.

[Quorum = Voting members of Council minus voting members on leave divided by two—minus half members of the Council]

If quorum for a Council meeting is not present within ten (10) minutes of the time fixed for the commencement of the meeting, the Chair of the meeting may:

1. refer the business of the meeting to the Faculty Council Committee;
2. adjourn the meeting; or
3. cancel the meeting.

If quorum for a Council meeting is lost at any time during the meeting, the Chair of the meeting, in his or her sole discretion, may refer the balance of the business of the meeting to the Faculty Council Committee or postpone the business to the next meeting of the Council.

Conduct of Meetings

In the sole discretion of the Chair, Council meetings may be held in person or by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

The Chair, or in his or her absence, the Vice Chair, shall be responsible for the orderly conduct of meetings of the Council. Meetings will be conducted in accordance with all applicable laws and these Terms of Reference or, where applicable laws or these Terms of Reference are silent on the matter, as determined by a ruling of the Chair, acting reasonably. The Chair may consult the Secretary and look to Roberts Rules of Order or Nathan's Company Meetings for guidance on the conduct of meetings, however, none of these sources shall be considered determinative and the Chair retains the discretion to make a final determination on the matter, subject to challenge as provided below.

The Chair's ruling shall bind all members of the Council except where a motion challenging the ruling has been duly moved, seconded and carried by two-thirds (2/3) of the members present at the meeting, whereupon such ruling shall cease to have force and effect. In this event, a member may propose a new ruling and provided it is duly moved, seconded and carried by a majority of the members present at the meeting; it shall bind all members of the Council.

Electronic Participation

In the event that a Council meeting is held by means of a telephonic, electronic or other communication facility, members may participate in the meeting by means of the telephonic, electronic or other communication facility made available by the Secretary. A person participating in a meeting by such means is deemed to be present at the meeting and may vote through the telephonic, electronic or other method of communication being used.

Voting at Meetings

Only Council members may move, second and vote on motions.

Motions will be decided by a show of hands, a roll call (voice), consensus, or otherwise in such manner that clearly evidences a member's vote and is accepted by the Chair of the meeting. Voting by proxy is not allowed.

An affirmative vote of a majority of the members present and eligible to vote, or consent without objection is required to pass a motion. The Chair does not have a second or casting vote.

A declaration by the Chair of the meeting that a motion has been carried and an entry to that effect in the minutes shall be prima facie evidence of the action taken. Any member may ask at the time of the vote that the member's individual vote or abstention be recorded in the minutes.

Elections will be decided based upon the number of votes in favour of each nominee in descending order, the first elected person being the nominee with the most votes. Additional elected persons will be the person(s) with the next highest number of votes in descending order until all elected persons have been determined. In the event of an equal number of votes being cast for more than one nominee (a tie), the Chair (or the Vice Chair where the Chair is in a conflict of interest) will cast a vote to break the tie.

Resolutions in Writing

Resolutions in writing are only suitable for straightforward motions or where it is not feasible or practical to call a meeting of the Council and should be used infrequently. Resolutions in writing may be circulated for approval via facsimile, electronic mail or electronic poll.

A resolution of the Council consented to in writing by a majority of the members entitled to vote on it, whether by signed document, facsimile, electronic mail or any other method of transmitting legibly recorded messages, shall have the same force and effect as if it had been passed at a Council meeting duly called and held. Such resolution may be in two or more counterparts which together are deemed to constitute one resolution in writing. A resolution passed in this manner is effective on the date stated in the resolution or, if a date is not stated, on the latest date stated on any counterpart or the latest date on which the required number of affirmative votes is communicated to the Secretary.

The procedures for approval of resolutions via electronic mail or electronic poll are as follows:

- Resolutions will be circulated to members by electronic mail at the e-mail address on file with the Secretary or by electronic poll
- The resolution will expire in the time set in the message; however, the Chair or the Secretary may extend the deadline once by up to a maximum of seven days
- An affirmative vote of a majority of members who are eligible to vote is required to pass a resolution made via electronic mail or electronic poll
- The Secretary is responsible for tallying the votes and informing the Council of the outcome
- Written resolutions may not be amended; however, the member who proposed the resolution may withdraw it at any time prior to receipt of the necessary approval or the expiry time, if one, or with the approval of all of the members who voted on the resolution
- If the resolution does not receive the required votes by the deadline (as extended, if applicable), it does not pass

Open and Closed Meetings

The Council may hold open and closed meetings or sessions of the Council in compliance with all applicable laws.

Open meetings or open sessions of meetings of the Council may be attended by the public, subject to the limitations of space.

Closed meetings or closed sessions of meetings of the Council will be attended by those guests who are invited to remain for the closed session or portion thereof. ~~the Secretary unless specifically excused by the Chair, and by those guests who are invited to remain for the closed session or a portion thereof. If the Secretary is excused by the Chair from a closed session, the Chair will appoint one of the members present to act as secretary for the session, which member shall record any discussions, decisions and actions of the Council pertaining to Council business done in closed session, and will provide a signed record to the Secretary for the official records.~~

Invited Guests and Visitors

Guests may be invited to attend and speak at a meeting with the approval of the Chair given in advance of the meeting or, in the sole discretion of the Chair of the meeting, during the meeting.

Visitors in attendance at a meeting to observe Council proceedings may speak only if expressly invited to do so by the Chair of the meeting. All visitors are expected to maintain the decorum prescribed for parliamentary galleries and no person is allowed to use a camera or a recording device in a Council meeting. In the event of a breach of these rules or a disturbance, the Chair may eject persons from the meeting or adjourn the meeting.

The Chair may extend standing invitations to the following guests (non-voting):

- a representative of the Consulting Architects of Alberta (CAA)
- a representative of the Royal Architectural Institute of Canada (RAIC)
- a representative of the Community Planning Association of Alberta (CPAA)
- a representative of the Canadian Institute of Planners (CIP)
- a representative of the Canadian Society of Landscape Architects (CSLA)
- a representative of the City of Calgary

Council Records

Minutes of the proceedings of all Council meetings and records of all decisions of the Council made outside of a meeting will be created and presented to the Council for approval or information, as applicable, at its next subsequent meeting.

The Council shall keep as permanent records, minutes of all Council meetings, a record of all actions taken by the Council without a meeting, and a record of all actions taken by a committee exercising the authority of the Council. The Council shall maintain its records in a form capable of conversion into written form within a reasonable time.

The official records of the Council will be maintained under the custodianship of the Secretary and shall be available for inspection in the Secretary's office by any member of the Council at any time during regular office hours upon reasonable advance notice to the Secretary.

Access to the official records of the Council by persons other than members will be determined in accordance with applicable legislation and University policies in effect from time to time.

Certification of Records

The ~~Chair, the~~ Secretary or such other person designated by the Council for the purpose may, in a written certificate, certify that:

- a. a writing referred to in the certificate is a true copy of all or part of a minute of the proceedings of a meeting of the Council or a resolution of the Council; and
- b. that the minute or resolution or part thereof is or is not in effect as at a date stated in the certificate.

A certificate made under this section shall, in relation to the Council, be prima facie proof of the facts stated therein without proof of the signature or capacity of the person signing the certificate.

If the person making the certificate is not the Secretary, that person shall make and deliver to the Secretary an executed copy of the certificate as soon as reasonably possible.

7. COMMITTEES

Establishment

The Council may, by resolution, establish standing or ad-hoc committees with such responsibilities, authorities, membership and operational rules as it considers appropriate. The Council may also, by resolution, dissolve any committee.

Authority

The Council may delegate to a committee any of the Council's powers, responsibilities or functions, on such conditions, if any, set out in the establishing resolution or any subsequent resolution. The Council may also, by resolution, alter or revoke the delegation of any of its powers, responsibilities and functions under this section.

Rules and Procedures

Except where otherwise specified in these Terms of Reference, the responsibilities, authorities, membership and operation of a committee shall be set out in terms of reference approved by the Council or its delegate.

Committees shall report their activities and decisions to the Council at such times and in such manner as required by the Council.

8. WORKING GROUPS

The Council may create working groups that report to the Council directly or through the Chair, to facilitate the accomplishment of its responsibilities. The membership of any working group shall be determined by the Chair, taking into consideration any recommendations for membership made by the Council. Working group members may be drawn from outside the Council.

9. OUTSIDE ADVISORS

The Chair is authorized to retain outside advisors with particular expertise to advise the Council if the Chair determines in his or her sole discretion that doing so is essential to the Council in carrying out its responsibilities.

10. RESPONSIBILITIES OF THE CHAIR

In addition to the other responsibilities of the Chair set out in these Terms of Reference, the Chair shall provide leadership to enable the Council to effectively carry out its role and responsibilities, act as a spokesperson for the Council, act as the liaison between the Council and the GFC and other University or external groups or individuals, and will generally oversee the Council's activities. The Chair shall also oversee the engagement of any outside advisors.

The Vice Chair will carry out any or all of the Chair's responsibilities at the request of the Chair or in the event that the Chair is absent or unable to carry out their responsibilities, and will have those additional powers and duties assigned by the Chair and the Council from time to time.

11. SECRETARY TO COUNCIL

The Secretary to council shall be the Executive Assistant to the Dean of the School of Architecture, Planning and Landscape or designate.

11.12. SPOKESPERSON

The Chair, or in his or her absence or inability to act, the Vice Chair, is the only person authorized to speak for the Council.

12.13. REPORTING TO THE GFC

The Council shall report their activities and decisions to the GFC at such times and in such manner as required by the GFC.

13.14. COUNCIL ASSESSMENT

The Council shall carry out an assessment of its performance and operations no later than three years following its last assessment in accordance with a process approved by the Council or its delegate.

14.15. AUTHORIZATION AND EXECUTION

All documents or instruments in writing requiring execution on behalf of the Council shall be signed by the Chair or those authorized signatories specified in, and in accordance with, a written authorization of the Council.

All documents or instruments authorized and signed on behalf of the Council as provided herein shall be valid and binding on the Council.

15.16. VALIDITY OF NOTICES

"Business Day" for the purposes of this section means a day other than a day that the University of Calgary is closed or a Saturday, Sunday, statutory or civic holiday in Calgary, Alberta.

Any notice or communication required or permitted to be given or made hereunder will be sufficiently given or made for all purposes if delivered personally, sent by electronic mail or facsimile or sent by ordinary mail within Canada to the last address listed in the records of the Secretary. Any such notice or communication if sent by facsimile or other means of electronic communication shall be deemed to have been received on the day of sending, and if delivered by hand shall be deemed to have been received at the time it is delivered to the applicable address. A document sent by mail will be deemed to be received on the fifth Business Day after the day on which it is mailed. In proving the notice or communication was mailed, it shall be sufficient to prove that such document was properly addressed, stamped and posted.

16.17. REVIEW AND CHANGES TO THESE TERMS OF REFERENCE

These Terms of Reference will be reviewed by the Council at least once every three years and any changes it considers necessary will be recommended to the GFC or its delegate for approval.

Anything done pursuant to, or in reliance on, these Terms of Reference before they were amended, replaced or repealed is conclusively deemed to be valid for all purposes.

Minor amendments and corrections to these Terms of Reference that are required in between reviews may be made by a majority vote of the Council and reported to the GFC or its delegate at that body's next meeting.

17.18. GENERAL

Headings

The headings used throughout these Terms of Reference are inserted for reference only and are not to be considered in construing the terms and provisions of these Terms of Reference or to be deemed in any way to clarify, modify or explain the effect of such terms or provisions.

Conflict with Terms of Reference

In the event of a conflict between the provisions of these Terms of Reference and the provisions of applicable legislation, the provisions of the applicable legislation shall govern.

Invalidity of Provisions

The invalidity or unenforceability of any provision of these Terms of Reference shall not affect the validity or enforceability of the remaining provisions of these Terms of Reference.

18.19. EFFECTIVE DATE

These Terms of Reference will be effective on the date that they are approved by the GFC or its delegate. All prior or existing Terms of Reference of the Council are repealed as of the effective date of these Terms of Reference.

Dated: ~~December 18, 2025~~APPROVAL DATE

DATED / REVISED	APPROVED by EVDS Faculty Council	APPROVED by General Faculties Council
May 7, 2015	May 7, 2015 with recommended revisions	N/A
September 30, 2015	October 1, 2015 with recommended revisions	December 18, 2015

~~March 15, 2024~~



School of Architecture, Planning and Landscape Faculty Council Terms of Reference

1. ESTABLISHMENT

The Faculty Council (**Council**) of the School of Architecture, Planning and Landscape is established pursuant to the Post-Secondary Learning Act (**PSLA**) and has those powers granted under the PSLA and these Terms of Reference (**TOR**), subject to the authority of the General Faculties Council (**GFC**).

2. MEMBERSHIP

Chair

Dean of the School of Architecture, Planning and Landscape (the **Faculty**) (ex-officio, voting)

Vice Chair

Acting Dean of the School of Architecture, Planning and Landscape in the event of the Dean's absence from the Faculty (voting)

Voting Members

- the President of the University of Calgary (**University**) or their delegate (ex-officio)
- all full-time members of the academic staff of the School of Architecture, Planning and Landscape (ex-officio)
- a representative of the Alberta Association of Architects (AAA), the Alberta Professional Planning Institute (APPI), and the Alberta Association of Landscape Architects (AALA); bodies that, by statute, have regulatory powers in respect of the professions for which the School of Architecture, Planning and Landscape offers programs of study, appointed by the respective bodies
- the Student Association (SA) President of the School of Architecture, Planning and Landscape
- the School of Architecture, Planning and Landscape elected Students' Union (SU) representative or delegate appointed by the SU
- a representative of the Graduate Students Association (GSA) appointed by the GSA

Member Terms

Appointed members may be appointed for a term of up to 3 years, with eligibility for re-appointment for an additional term of up to a cumulative maximum of five consecutive years. A member's term will continue until the term start date of the member's successor or on the expiry date of the member's appointment if there is no successor. Members having served the maximum 5 consecutive years will be eligible for appointment to the Council after a minimum of two (2) years has elapsed since the expiration of their last term.

Casual Vacancies

Appointed members will advise the Council secretary (**Secretary**) as soon as possible of any known or anticipated circumstances that would result in the member being absent from two or more consecutive meetings. In this circumstance or in the event that a member is absent from two or more consecutive meetings without notice, the Chair may agree to allow a substitute to be appointed for the duration of the absence of the member or may declare the member's position vacant and ask that a replacement be appointed for the balance of the member's term. Appointments under this provision will be conducted in accordance with the regular appointment process for that member.

Responsibilities of Members

Members are expected to:

- Familiarize themselves with the Council's role and these Terms of Reference.
- Attend each regularly scheduled Council meeting, making every attempt to attend in person.
- Come to meetings prepared to engage in respectful, meaningful discussion and provide considered, constructive and thoughtful feedback and commentary, express opinions and ask questions to enable the Council to exercise its best judgment in decision making and advising.

3. ROLE

The Council serves as the Faculty's senior academic governing and advisory body on the academic affairs of the Faculty. Accordingly, in addition to the responsibilities listed in the PSLA, the Council reviews and provides recommendations regarding academic priorities, strategies, plans and policies for the Faculty, and provides a forum for discussion, information sharing and approval of Faculty recommendations to the GFC or other external decision-makers.

4. RESPONSIBILITIES

The Council will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Council; however, the Council may carry out additional responsibilities and duties within its role.

The Council's primary responsibilities are as follows:

- a. determine the programs of study for which the Faculty is established;
- b. determine the conditions under which a student must withdraw from or may continue the student's program of studies in the Faculty;
- c. authorize the granting of degrees; and
- d. such other activities and responsibilities delegated or assigned to it by the GFC or brought to it by the Chair from time to time.

5. POWERS

The Council is empowered to carry out its role and responsibilities subject to any conditions or restrictions that are imposed on it by the GFC.

The Council may delegate any of its powers, responsibilities and functions as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, responsibility or function, including the power of sub-delegation. The Council shall require as part of any delegation of its authority that any action taken under a delegated authority of the Council be reported to the Council. The Council may also, by resolution, alter or revoke the delegation of any of its powers, responsibilities and functions under this section.

The Council is ultimately responsible for the work and responsibilities of each of its delegates, standing or *ad hoc* committees, and working groups, if any.

6. COUNCIL MEETINGS

Schedule

The Council will meet during the period from September to June in each academic year (the **Meeting Year**) in accordance with a meeting calendar provided to members. Additional regular or special meetings may be called by the Chair.

Notice

Members will be provided with a calendar of meeting dates for regularly scheduled meetings at least 1 month in advance of each Meeting Year, which is deemed to be sufficient notice to all members of any meeting shown in the calendar. Except in the case of an emergency meeting, notice of meetings that do not appear in the calendar will be provided at least two days in advance of the meeting date. Meeting details will be communicated to members by the Secretary as soon as they are available before each meeting.

Meeting Agendas

Meeting agendas will be formulated by the Chair and reviewed and approved in accordance with the Secretary's procedures.

A member intending to introduce a new matter at a meeting shall give written notice of the matter and any materials for the Council's consideration, to the Chair and the Secretary at least eight days in advance of the meeting at which it is intended to be introduced.

Notwithstanding the paragraph above, a matter may be introduced to a meeting of the Council without the specified notice thereof having been given and without it having been included in the agenda if the matter is communicated in advance to the Chair, and its introduction to the meeting is approved by the Chair.

If a person who is not a member or a guest approved by the Chair wishes to address the Council at any meeting, such person may do so if he or she has received the prior permission of the Chair.

Materials

As much as possible, meeting materials will be provided to the Council electronically one week in advance of a scheduled meeting.

Absence of Chair

In the event that the Chair is unable to attend a meeting of the Council, the Vice Chair shall act as Chair for that meeting.

If neither the Chair nor the Vice Chair is present within 15 minutes of the time fixed for the commencement of the meeting, the meeting will be canceled.

Quorum

A quorum for the transaction of business at any meeting of the Council is a number equal to a one-half (1/2) of the voting members of the Council.

[Quorum = Voting members of Council minus voting members on leave divided by two]

If quorum for a Council meeting is not present within ten (10) minutes of the time fixed for the commencement of the meeting, the Chair of the meeting may:

1. refer the business of the meeting to the Faculty Council Committee;
2. adjourn the meeting; or
3. cancel the meeting.

If quorum for a Council meeting is lost at any time during the meeting, the Chair of the meeting, in his or her sole discretion, may refer the balance of the business of the meeting to the Faculty Council Committee or postpone the business to the next meeting of the Council.

Conduct of Meetings

In the sole discretion of the Chair, Council meetings may be held in person or by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

The Chair, or in his or her absence, the Vice Chair, shall be responsible for the orderly conduct of meetings of the Council. Meetings will be conducted in accordance with all applicable laws and these Terms of Reference or, where applicable laws or these Terms of Reference are silent on the matter, as determined by a ruling of the Chair, acting reasonably. The Chair may consult the Secretary and look to Roberts Rules of Order or Nathan's Company Meetings for guidance on the conduct of meetings, however, none of these sources shall be considered determinative and the Chair retains the discretion to make a final determination on the matter, subject to challenge as provided below.

The Chair's ruling shall bind all members of the Council except where a motion challenging the ruling has been duly moved, seconded and carried by two-thirds (2/3) of the members present at the meeting, whereupon such ruling shall cease to have force and effect. In this event, a member may propose a new ruling and provided it is duly moved, seconded and carried by a majority of the members present at the meeting; it shall bind all members of the Council.

Electronic Participation

In the event that a Council meeting is held by means of a telephonic, electronic or other communication facility, members may participate in the meeting by means of the telephonic, electronic or other communication facility made available by the Secretary. A person participating in a meeting by such means is deemed to be present at the meeting and may vote through the telephonic, electronic or other method of communication being used.

Voting at Meetings

Only Council members may move, second and vote on motions.

Motions will be decided by a show of hands, a roll call (voice), consensus, or otherwise in such manner that clearly evidences a member's vote and is accepted by the Chair of the meeting. Voting by proxy is not allowed.

An affirmative vote of a majority of the members present and eligible to vote, or consent without objection is required to pass a motion. The Chair does not have a second or casting vote.

A declaration by the Chair of the meeting that a motion has been carried and an entry to that effect in the minutes shall be prima facie evidence of the action taken. Any member may ask at the time of the vote that the member's individual vote or abstention be recorded in the minutes.

Elections will be decided based upon the number of votes in favour of each nominee in descending order, the first elected person being the nominee with the most votes. Additional elected persons will be the person(s) with the next highest number of votes in descending order until all elected persons have been determined. In the event of an equal number of votes being cast for more than one nominee (a tie), the Chair (or the Vice Chair where the Chair is in a conflict of interest) will cast a vote to break the tie.

Resolutions in Writing

Resolutions in writing are only suitable for straightforward motions or where it is not feasible or practical to call a meeting of the Council and should be used infrequently. Resolutions in writing may be circulated for approval via facsimile, electronic mail or electronic poll.

A resolution of the Council consented to in writing by a majority of the members entitled to vote on it, whether by signed document, facsimile, electronic mail or any other method of transmitting legibly recorded messages, shall have the same force and effect as if it had been passed at a Council meeting duly called and held. Such resolution may be in two or more counterparts which together are deemed to constitute one resolution in writing. A resolution passed in this manner is effective on the date stated in the resolution or, if a date is not stated, on the latest date stated on any counterpart or the latest date on which the required number of affirmative votes is communicated to the Secretary.

The procedures for approval of resolutions via electronic mail or electronic poll are as follows:

- Resolutions will be circulated to members by electronic mail at the e-mail address on file with the Secretary or by electronic poll
- The resolution will expire in the time set in the message; however, the Chair or the Secretary may extend the deadline once by up to a maximum of seven days
- An affirmative vote of a majority of members who are eligible to vote is required to pass a

resolution made via electronic mail or electronic poll

- The Secretary is responsible for tallying the votes and informing the Council of the outcome
- Written resolutions may not be amended; however, the member who proposed the resolution may withdraw it at any time prior to receipt of the necessary approval or the expiry time, if one, or with the approval of all of the members who voted on the resolution
- If the resolution does not receive the required votes by the deadline (as extended, if applicable), it does not pass

Open and Closed Meetings

The Council may hold open and closed meetings or sessions of the Council in compliance with all applicable laws.

Open meetings or open sessions of meetings of the Council may be attended by the public, subject to the limitations of space.

Closed meetings or closed sessions of meetings of the Council will be attended by those guests who are invited to remain for the closed session or portion thereof.

Invited Guests and Visitors

Guests may be invited to attend and speak at a meeting with the approval of the Chair given in advance of the meeting or, in the sole discretion of the Chair of the meeting, during the meeting.

Visitors in attendance at a meeting to observe Council proceedings may speak only if expressly invited to do so by the Chair of the meeting. All visitors are expected to maintain the decorum prescribed for parliamentary galleries and no person is allowed to use a camera or a recording device in a Council meeting. In the event of a breach of these rules or a disturbance, the Chair may eject persons from the meeting or adjourn the meeting.

The Chair may extend standing invitations to the following guests (non-voting):

- a representative of the Consulting Architects of Alberta (CAA)
- a representative of the Royal Architectural Institute of Canada (RAIC)
- a representative of the Community Planning Association of Alberta (CPAA)
- a representative of the Canadian Institute of Planners (CIP)
- a representative of the Canadian Society of Landscape Architects (CSLA)
- a representative of the City of Calgary

Council Records

Minutes of the proceedings of all Council meetings and records of all decisions of the Council made outside of a meeting will be created and presented to the Council for approval or information, as applicable, at its next subsequent meeting.

The Council shall keep as permanent records, minutes of all Council meetings, a record of all actions taken by the Council without a meeting, and a record of all actions taken by a committee exercising the authority of the Council. The Council shall maintain its records in a form capable of conversion into written form within a reasonable time.

The official records of the Council will be maintained under the custodianship of the Secretary and shall be available for inspection in the Secretary's office by any member of the Council at any time during regular office hours upon reasonable advance notice to the Secretary.

Access to the official records of the Council by persons other than members will be determined in accordance with applicable legislation and University policies in effect from time to time.

Certification of Records

The Secretary or such other person designated by the Council for the purpose may, in a written certificate, certify that:

- a. a writing referred to in the certificate is a true copy of all or part of a minute of the proceedings of a meeting of the Council or a resolution of the Council; and
- b. that the minute or resolution or part thereof is or is not in effect as at a date stated in the certificate.

A certificate made under this section shall, in relation to the Council, be prima facie proof of the facts stated therein without proof of the signature or capacity of the person signing the certificate.

If the person making the certificate is not the Secretary, that person shall make and deliver to the Secretary an executed copy of the certificate as soon as reasonably possible.

7. COMMITTEES

Establishment

The Council may, by resolution, establish standing or ad-hoc committees with such responsibilities, authorities, membership and operational rules as it considers appropriate. The Council may also, by resolution, dissolve any committee.

Authority

The Council may delegate to a committee any of the Council's powers, responsibilities or functions, on such conditions, if any, set out in the establishing resolution or any subsequent resolution. The Council may also, by resolution, alter or revoke the delegation of any of its powers, responsibilities and functions under this section.

Rules and Procedures

Except where otherwise specified in these Terms of Reference, the responsibilities, authorities, membership and operation of a committee shall be set out in terms of reference approved by the Council or its delegate.

Committees shall report their activities and decisions to the Council at such times and in such manner as required by the Council.

8. WORKING GROUPS

The Council may create working groups that report to the Council directly or through the Chair, to facilitate the accomplishment of its responsibilities. The membership of any working group shall be determined by the Chair, taking into consideration any recommendations for membership made by the Council. Working group members may be drawn from outside the Council.

9. OUTSIDE ADVISORS

The Chair is authorized to retain outside advisors with particular expertise to advise the Council if the Chair determines in his or her sole discretion that doing so is essential to the Council in carrying out its responsibilities.

10. RESPONSIBILITIES OF THE CHAIR

In addition to the other responsibilities of the Chair set out in these Terms of Reference, the Chair shall provide leadership to enable the Council to effectively carry out its role and responsibilities, act as a spokesperson for the Council, act as the liaison between the Council and the GFC and other University or external groups or individuals, and will generally oversee the Council's activities. The Chair shall also oversee the engagement of any outside advisors.

The Vice Chair will carry out any or all of the Chair's responsibilities at the request of the Chair or in the event that the Chair is absent or unable to carry out their responsibilities, and will have those additional powers and duties assigned by the Chair and the Council from time to time.

11. SECRETARY TO COUNCIL

The Secretary to council shall be the Executive Assistant to the Dean of the School of Architecture, Planning and Landscape or designate.

12. SPOKESPERSON

The Chair, or in his or her absence or inability to act, the Vice Chair, is the only person authorized to speak for the Council.

13. REPORTING TO THE GFC

The Council shall report their activities and decisions to the GFC at such times and in such manner as required by the GFC.

14. COUNCIL ASSESSMENT

The Council shall carry out an assessment of its performance and operations no later than three years following its last assessment in accordance with a process approved by the Council or its delegate.

15. AUTHORIZATION AND EXECUTION

All documents or instruments in writing requiring execution on behalf of the Council shall be signed by the Chair or those authorized signatories specified in, and in accordance with, a written authorization of the Council.

All documents or instruments authorized and signed on behalf of the Council as provided herein shall be valid and binding on the Council.

16. VALIDITY OF NOTICES

“Business Day” for the purposes of this section means a day other than a day that the University of Calgary is closed or a Saturday, Sunday, statutory or civic holiday in Calgary, Alberta.

Any notice or communication required or permitted to be given or made hereunder will be sufficiently given or made for all purposes if delivered personally, sent by electronic mail or facsimile or sent by ordinary mail within Canada to the last address listed in the records of the Secretary. Any such notice or communication if sent by facsimile or other means of electronic communication shall be deemed to have been received on the day of sending, and if delivered by hand shall be deemed to have been received at the time it is delivered to the applicable address. A document sent by mail will be deemed to be received on the fifth Business Day after the day on which it is mailed. In proving the notice or communication was mailed, it shall be sufficient to prove that such document was properly addressed, stamped and posted.

17. REVIEW AND CHANGES TO THESE TERMS OF REFERENCE

These Terms of Reference will be reviewed by the Council at least once every three years and any changes it considers necessary will be recommended to the GFC or its delegate for approval.

Anything done pursuant to, or in reliance on, these Terms of Reference before they were amended, replaced or repealed is conclusively deemed to be valid for all purposes.

Minor amendments and corrections to these Terms of Reference that are required in between reviews may be made by a majority vote of the Council and reported to the GFC or its delegate at that body’s next meeting.

18. GENERAL

Headings

The headings used throughout these Terms of Reference are inserted for reference only and are not to be considered in construing the terms and provisions of these Terms of Reference or to be deemed in any way to clarify, modify or explain the effect of such terms or provisions.

Conflict with Terms of Reference

In the event of a conflict between the provisions of these Terms of Reference and the provisions of

applicable legislation, the provisions of the applicable legislation shall govern.

Invalidity of Provisions

The invalidity or unenforceability of any provision of these Terms of Reference shall not affect the validity or enforceability of the remaining provisions of these Terms of Reference.

19. EFFECTIVE DATE

These Terms of Reference will be effective on the date that they are approved by the GFC or its delegate. All prior or existing Terms of Reference of the Council are repealed as of the effective date of these Terms of Reference.

Dated: May 15, 2024



UNIVERSITY OF
CALGARY

**GENERAL FACULTIES COUNCIL
INFORMATION BRIEFING NOTE**

SUBJECT: **Approved Revisions to the Academic Planning and Priorities Committee (APPC), Academic Program Subcommittee (APS), Graduate Academic Program Subcommittee (GAPS), Calendar and Curriculum Subcommittee (CCS), Research and Scholarship Committee (RSC), and Teaching and Learning Committee (TLC) Terms of Reference**

PROONENT(S)

Courtney McVie, University Secretary

PURPOSE

The General Faculties Council (GFC) is being provided for information the approved revisions to the Terms of Reference (TOR) for the Academic Planning and Priorities Committee (APPC), Academic Program Subcommittee (APS), Graduate Academic Program Subcommittee (GAPS), Calendar and Curriculum Subcommittee (CCS), Research and Scholarship Committee (RSC), and Teaching and Learning Committee (TLC).

OVERVIEW

The TORs for the GFC standing and subcommittees undergo a fulsome review every three years.

In addition to minor content and formatting revisions, as well as updated language for the new Academic Calendar, the substantive changes are summarized below:

Academic Planning and Priorities Committee (APPC)

- Revising the language in the membership list regarding delegates of the Vice-Provost (Indigenous Engagement) and Vice-Provost (Equity, Diversity and Inclusion) to align with the wording used across other committee TORs.
- Replacing the term “alterations” with “major program changes” to help clarify what needs to continue through governance to APPC for final approval. Examples of “major program changes” include changes to program completion requirements, program redesigns, or program specializations. Corresponding edits were made to the subcommittee TORs.

Academic Program Subcommittee (APS)

- Granting the APS authority to approve suspensions of undergraduate programs. The rationale for this is the Ministry of Advanced Education’s process change for the reactivation of suspended programs. If a proposal for termination is not submitted before the end of the approved suspension period, the Ministry will now automatically reactivate suspended programs, effective July 1st after the end of the approved suspension period. To align with this shift, we propose delegating approval of suspensions of undergraduate programs from the APPC to the APS. Approval authority for program terminations will remain with APPC.

Graduate Academic Program Subcommittee (GAPS)

- Granting the GAPS authority to approve suspensions of graduate programs. The rationale for this is the same as described for APS above.

- Adding the Faculty of Graduate Studies' Senior Director, or their delegate, as an ex-officio non-voting member. This change will better align the non-voting membership of the GAPS with that of the Calendar and Curriculum Subcommittee (CCS), which is the GAPS' undergraduate equivalent committee with respect to undergraduate sections of the Academic Calendar.

Calendar and Curriculum Subcommittee (CCS)

- Moving responsibility for appointment of the Academic Co-Chair to the General Faculties Council Executive Committee (GFC EC) to align with all other GFC standing and subcommittees.
- Moving responsibility for the appointment of two academic staff voting members from the Academic Planning and Priorities Committee (APPC) to the GFC EC.
- Adding the Deputy Registrar and Associate Registrar & Director, Systems and Policy as non-voting members to reflect their roles on the CCS Calendar Working Group.
- Clarifying that the Faculty-level academic regulations over which CCS has approval authority will include Faculty-level undergraduate admission requirements. University-level undergraduate academic regulations and admission requirements will continue to be approved by the APPC.

Research and Scholarship Committee (RSC)

- Capturing that the RSC occasionally conducts some appointment work
- Removing reference to carrying out responsibilities under the University's Enterprise Risk Management (ERM) program. Currently, ERM responsibilities only sit with the GFC Executive Committee. If ever needed, this work is covered under responsibility #13 (Such other activities and responsibilities delegated or assigned to it by GFC or the GFC Executive Committee from time to time).

Teaching and Learning Committee (TLC)

- Capturing in the TLC TOR that the Quality Assurance Curriculum Review Handbook, in Section F and Appendix II, includes that the TLC reviews and provides feedback on the curriculum review reports (Executive Summary and Action Plan) and curriculum review interim reports (Action Plan)
- Capturing that the TLC occasionally conducts some appointment work
- Removing reference to carrying out responsibilities under the University's Enterprise Risk Management (ERM) program. Currently, ERM responsibilities only sit with the GFC Executive Committee. If ever needed, this work is covered under responsibility #15 (Such other activities and responsibilities delegated or assigned to it by GFC or the GFC Executive Committee from time to time).

ROUTING AND PERSONS CONSULTED

Progress	Body	Date	Approval	Recommendation	Discussion	Information
	Academic Program Subcommittee	4-Mar-2024			X	
	Teaching and Learning Committee	12-Mar-2024			X	
	Research and Scholarship Committee (no quorum)	14-Mar-2024			X	
	Academic Planning and Priorities Committee	15-Apr-2024			X	
	Teaching and Learning Committee	16-Apr-2024		X		

	Graduate Academic Program Subcommittee	17-Apr-2024			X	
	Calendar and Curriculum Subcommittee	18-Apr-2024			X	
	Research and Scholarship Committee	18-Apr-2024		X		
	Academic Planning and Priorities Committee	13-May-2024		X		
	GFC Executive Committee	15-May-2024	X			
X	General Faculties Council	13-Jun-2024				X

NEXT STEPS

The TORs took immediate effect after approval by the GFC Executive Committee on May 15, 2024.

SUPPORTING MATERIALS

1. APPC Terms of Reference (approved) with tracked changes
2. APS Terms of Reference (approved) with tracked changes
3. GAPS Terms of Reference (approved) with tracked changes
4. CCS Terms of Reference (approved) with tracked changes
5. RSC Terms of Reference (approved) with tracked changes
6. TLC Terms of Reference (approved) with tracked changes

Clean copies of the approved TORs are posted on the GFC [website](#).



**General Faculties Council
Academic Planning and Priorities Committee
Terms of Reference**

1. ESTABLISHMENT

The General Faculties Council (**GFC**) hereby establishes a standing committee called the Academic Planning and Priorities Committee (the **Committee**) under the provisions of the GFC's General Terms of Reference for Standing Committees and these Terms of Reference, and delegates to the Committee the authorities set out herein. In the event of a conflict between the provisions of these Committee Terms of Reference and the General Terms of Reference, these Committee Terms of Reference will govern.

The Provost and Vice-President (Academic) or ~~designate delegate~~ shall act as the responsible senior administrator to the Committee, providing the link between senior administration and the Committee.

2. MEMBERSHIP

Co-Chair

Provost and Vice-President (Academic) (ex-officio) or ~~designate delegate~~ (voting).

Academic Co-Chair

As named by the GFC Executive Committee (see "Voting Members" below).

Voting Members

- Four academic staff members appointed by the GFC Executive Committee, at least two of whom shall be members of GFC at the time of their appointment. One of these persons shall be named by the GFC Executive Committee as Academic Co-Chair of the Committee.
- The Academic Co-Chair of each of the Teaching and Learning Committee and the Research and Scholarship Committee (ex-officio)
- One Dean appointed by Deans' Council
- One student appointed by the Students' Union
- One student appointed by the Graduate Students' Association
- Vice-Provost (Indigenous Engagement) or, ~~in the Vice-Provost's sole discretion, an~~ designated academic staff member (ex-officio)
- Vice-Provost (Equity, Diversity and Inclusion) or, ~~in the Vice-Provost's sole discretion, an~~ designated academic staff member (ex-officio)

Non-Voting Members

- Deputy Provost (ex-officio) or ~~designated~~delegate
- One person appointed by the Faculty Association

- One person appointed by the Alberta Union of Provincial Employees, Local 52
- One person appointed by the Management and Professional Staff Executive Committee

3. ROLE

The Committee serves as GFC's primary advisory group on institutional planning and academic affairs, and on the quality and suitability of academic programming. The Committee also acts as the University's final approval authority for the creation, ~~changes to, alteration~~ or termination of academic programs.

4. RESPONSIBILITIES

The Committee will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Committee; however, the Committee may carry out additional responsibilities and duties within its role.

The Committee's primary responsibilities are as follows:

- a. Review and make recommendations to GFC regarding institutional plans and strategies (and their associated documents) within GFC's purview;
- b. Identify, develop or review, and make recommendations to GFC regarding principles, policies, standards, regulations and practices in respect of institutional planning within GFC's purview and academic planning and affairs, including academic programs;
- c. Review and make recommendations to GFC regarding technological and physical infrastructure as it relates to academic priorities and plans;
- d. ~~Develop or~~ Review and provide input into proposals for the establishment, oversight, evaluation of, or material changes to, academic programs and units, including ~~creating and proposing~~ processes for program review and approval, as well as ~~and~~ unit reviews;
- e. Consider and recommend to GFC the establishment, dissolution or merger of Faculties, Schools, Departments and other academic units and programs of study;
- f. Develop, and periodically review and update principles for affiliations and other collaborative initiatives with other institutions and organizations for recommendation to GFC for approval;
- g. Review and recommend to GFC any required revisions to the University's policy development and review process;
- h. Review and approve proposals for:
 - I. the creation, ~~alteration~~ or termination of, or major changes to, degree programs;
 - II. the creation, ~~alteration~~ or termination of, or major changes to, joint, dual or collaborative delivery of degrees, certificates or diplomas with other institutions;
 - III. the creation, ~~alteration~~ or termination of and major changes to credit ~~c~~Certificate and ~~d~~Diploma programs;
 - IV. the creation of or ~~alteration~~ major changes to ~~of~~ non-credit professional and continuing education ~~c~~Certificate and ~~d~~Diploma programs; ~~and~~
 - V. changes to undergraduate and graduate courses (e.g., hours, title, and content); ~~and~~
- i. Review and approve both new, and changes to existing, university and faculty undergraduate admission requirements and academic regulations, university and faculty undergraduate transfer requirements and academic regulations, and all other academic regulations pertaining to undergraduate programs;

- j. Review and approve both new, and changes to existing, university and program-level graduate admission requirements and academic regulations, and all other academic regulations pertaining to graduate programs;
- k. Approve revisions to the University Academic Calendar; and
- l. Such other activities and responsibilities delegated or assigned to it by GFC or the GFC Executive Committee from time to time.

The Committee may delegate any of its listed responsibilities to a sub-committee; however the Committee remains ultimately responsible for the work and responsibilities of each of its sub-committees as articulated in the terms of reference of those committees.– The Committee may also, by resolution, alter or revoke the delegation of any of its listed responsibilities under this section.

5. POWERS

Other than, or in the absence of, specific delegations of authority from GFC or the GFC Executive Committee to act autonomously, the Committee’s powers shall be limited to providing input and ideas, advising and making recommendations to GFC and other GFC standing committees.

6. AUTHORITIES

The Committee has the specific delegated authority to act autonomously as described below, on the condition that decisions made or actions taken under this delegated authority are reported to GFC.

- a. The Committee may approve:
 - I. proposals for the creation, alteration or termination of degree programs and credit certificate and diploma programs;
 - ~~II. major changes to degree programs and credit certificate and diploma programs, such as changes to completion requirements or program specializations, or program redesigns;~~
 - ~~II. the creation, alteration or termination of credit Certificate and Diploma programs;~~
 - III. the creation of or ~~alteration of~~ major changes to non-credit professional and continuing education ~~C~~ertificate and ~~d~~iploma programs;
 - IV. changes to undergraduate and graduate courses (e.g., hours, title, and content);
 - V. new, and changes to existing, university and faculty undergraduate admission requirements and academic regulations and university and faculty undergraduate transfer requirements and academic regulations;
 - VI. new, and changes to existing, university and program-level graduate admission requirements and academic regulations;
 - VII. revisions to the graduate and undergraduate sections of the University Academic Calendar; and
 - VIII. new, and changes to existing, academic regulations pertaining to undergraduate and graduate programs.

As at May 15, 2024



**General Faculties Council
Academic Program Subcommittee
Terms of Reference**

1. ESTABLISHMENT

The Academic Planning and Priorities Committee (**APPC**) hereby establishes a subcommittee called the Academic Program Subcommittee (**the Subcommittee**) under the provisions of the General Faculties Council's (**GFC**) General Terms of Reference for Standing Committees and these Terms of Reference, and delegates to the Subcommittee the authorities set out herein. In the event of a conflict between the provisions of these Subcommittee Terms of Reference and the General Terms of Reference, these Subcommittee Terms of Reference will govern.

The Vice-Provost (Teaching and Learning) shall act as the responsible senior administrator to the Subcommittee, providing the link between senior administration and the Subcommittee.

2. MEMBERSHIP

Co-Chair

Vice-Provost (Teaching and Learning) (ex-officio, voting).

Academic Co-Chair

As named by the GFC Executive Committee (see "Voting Members" below).

Voting Members

- Five academic staff members appointed by the GFC Executive Committee, at least one of whom shall be a member of GFC at the time of their appointment. One of these persons shall be named by the GFC Executive Committee as Academic Co-Chair of the Subcommittee.
- One student appointed by the Students' Union
- Registrar (ex-officio)
- Academic Co-Chair of the Graduate Academic Program Subcommittee (ex-officio)

Non-Voting Members

- One person appointed by the Faculty Association
- Associate Deputy Provost (ex-officio)

3. ROLE

The Subcommittee serves as a vetting and advisory group to APPC in respect of the creation, alteration, or termination of undergraduate programs.

4. RESPONSIBILITIES

The Subcommittee will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Subcommittee; however, the Subcommittee may carry out additional responsibilities and duties within its role.

The Subcommittee's primary responsibilities are as follows:

1. Approve:

a. Proposals for the suspension of undergraduate programs; and

~~1.~~ Review and recommend to APPC:

2.

~~a.~~ Review and recommend to APPC for approval, proposals for the creation, alteration or termination of undergraduate programs (including degree programs and credit certificate and diploma programs); and

b. Proposals for the creation or termination of joint, dual, or collaborative delivery of undergraduate degrees, certificates, or diplomas with other institutions; and

~~a-c.~~ All major undergraduate program changes, such as modification of program completion requirements (e.g., number of courses in a major), program redesigns, or program specializations;

~~2-3.~~ Evaluate, monitor, develop and recommend to APPC necessary revisions and improvements to the University's program review and approval processes and process documents with respect to programs within its role; and

~~3-4.~~ Such other activities and responsibilities delegated or assigned to it by APPC from time to time.

The Subcommittee is also ultimately responsible for the work and responsibilities of any working groups that support or report to the Subcommittee.

5. POWERS

Other than, or in the absence of, specific delegations of authority from APPC to act autonomously, the Subcommittee's powers shall be limited to providing input and ideas, advising, and making recommendations to APPC.

6. AUTHORITIES

The Subcommittee has the specific delegated authority to autonomously: (i) require changes to proposals and to require that proposals receive the recommendation of the Subcommittee before being moved forward to APPC for approval; and (ii) approve undergraduate program suspensions, all on the condition that decisions made or actions taken under this delegated authority are reported to APPC.



**General Faculties Council
Graduate Academic Program Subcommittee
Terms of Reference**

1. ESTABLISHMENT

The Academic Planning and Priorities Committee (**APPC**) hereby establishes a subcommittee called the Graduate Academic Program Subcommittee (the **Subcommittee**) under the provisions of the General Faculties Council's (**GFC**) General Terms of Reference for Standing Committees and these Terms of Reference, and delegates to the Subcommittee the authorities set out herein. In the event of a conflict between the provisions of these Subcommittee Terms of Reference and the General Terms of Reference, these Subcommittee Terms of Reference will govern.

The Dean and Vice-Provost (Graduate Studies) shall act as the responsible senior administrator to the Subcommittee, providing the link between senior administration and the Subcommittee.

2. MEMBERSHIP

Co-Chair

Dean and Vice-Provost (Graduate Studies) (ex-officio, voting).

Academic Co-Chair

As named by the GFC Executive Committee (see "Voting Members" below).

Voting Members

- Five academic staff members:
 - three appointed by the GFC Executive Committee, with at least one of the three being a member of GFC at the time of their appointment; and
 - two appointed by the Graduate Studies Faculty Council-One of these persons shall be named by the GFC Executive Committee as Academic Co-Chair of the Subcommittee.
- One student appointed by the Graduate Students' Association
- One member of the Faculty of Graduate Studies, appointed by that Faculty
- Registrar (ex-officio)
- Academic Co-Chair of the Academic Program Subcommittee (ex-officio)

Non-Voting Members

- One person appointed by the Faculty Association
- Associate Deputy Provost (ex-officio)
- Lead, Graduate Calendar, Policy & Program Development (ex-officio)
- Senior Director, Strategic Operations, Faculty of Graduate Studies or delegate (ex-officio)

3. ROLE

The Subcommittee serves as a vetting and advisory group to APPC in respect of the creation, alteration or termination of graduate programs and carries out those additional responsibilities delegated to it by APPC from time to time.

4. RESPONSIBILITIES

The Subcommittee will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Subcommittee; however, the Subcommittee may carry out additional responsibilities and duties within its role.

The Subcommittee's primary responsibilities are as follows:

1. Approve:

- a. all changes to graduate courses (e.g., hours, title, and content); excluding graduate courses that are cross-listed (offered for credit towards either an undergraduate or graduate degree), which are approved by the Calendar and Curriculum Subcommittee (CCS); and
- b. all minor graduate program changes, such as additions and deletions of courses, and changes to degree options; ~~and other than in respect of graduate courses that are offered for credit towards either an undergraduate or graduate degree (cross-listed) and proposed changes requiring a modification of program completion requirements (e.g. number of courses in the major), which modification requires approval by APPC;~~
- c. changes to graduate program-level graduate admission requirements and graduate program-level academic regulations; and
- d. proposals for the suspension of graduate programs; and
- e. revisions to the graduate program sections of the University Academic Calendar; and
- e.f. editorial revisions to Faculty of Graduate Studies' admission requirements and graduate academic regulations.

2. Review and recommend to APPC:

- a. proposals for the creation, ~~alteration~~ or termination of graduate programs; and
- b. proposals for the creation, ~~alteration~~ or termination of joint, dual or collaborative delivery of graduate degrees, certificates or diplomas with other institutions; and
- c. all major graduate program changes, such as changes to program completion requirements (e.g., number of courses required), program redesigns, or program specializations; and
- e.d. new and changes to existing Graduate Regulations, including the Faculty of Graduate Studies' university graduate admission requirements and academic regulations; and
- e. both new, and changes to existing, academic regulations pertaining to graduate programs; new and changes to existing University Regulations (concurrent review and recommendation by the CCS is required); and
- e.f. major revisions to sections of the Academic Calendar other than the undergraduate- and graduate-specific sections (concurrent review and recommendation by the CCS is also required).

3. Evaluate, monitor, develop, and recommend to APPC necessary revisions and improvements to the University's program review and approval processes and process documents with respect to graduate programs; and
4. Such other activities and responsibilities delegated or assigned to it by APPC from time to time.

The Subcommittee is also ultimately responsible for the work and responsibilities of any working groups that support or report to the Subcommittee.

5. **POWERS**

Other than, or in the absence of, specific delegations of authority from APPC to act autonomously, the Subcommittee's powers shall be limited to providing input and ideas, advising, and making recommendations to APPC.

6. **AUTHORITIES**

The Subcommittee has the specific delegated authority to autonomously: (i) require changes to proposals and to require that proposals receive the recommendation of the Subcommittee before being moved forward to APPC for approval; (ii) approve graduate course changes (excluding cross-listed courses) and minor graduate program changes, ~~other than courses cross-listed with undergraduate courses and changes requiring a modification of program completion requirements~~; (iii) approve changes to program-level graduate admission requirements and academic regulations; (iv) approve graduate program suspensions; and (iv) approve revisions to sections of the Academic Calendar that are specific to graduate studies~~the graduate sections of the University Calendar~~, all on the condition that decisions made or actions taken under this delegated authority are reported to APPC.

7. **SPECIFIC RESPONSIBILITIES OF THE COMMITTEE CO-CHAIR**

In addition to any other responsibilities of the Co-Chair, the Co-Chair shall act as the liaison between the Subcommittee and the Faculty of Graduate Studies Council in respect of the work of the Subcommittee.

As at May 15, 2024



**General Faculties Council
Calendar and Curriculum Subcommittee
Terms of Reference**

1. ESTABLISHMENT

The Academic Planning and Priorities Committee (**APPC**) hereby establishes a subcommittee called the Calendar and Curriculum Subcommittee (the **Subcommittee**) under the provisions of the General Faculties Council's General Terms of Reference for Standing Committees and these Terms of Reference, and delegates to the Subcommittee the authorities set out herein. In the event of a conflict between the provisions of these Subcommittee Terms of Reference and the General Terms of Reference, these Subcommittee Terms of Reference will govern.

The Registrar shall act as the responsible senior administrator to the Subcommittee, providing the link between senior administration and the Subcommittee.

2. MEMBERSHIP

Co-Chair

Registrar (ex-officio, voting).

Academic Co-Chair

As named by the ~~Subcommittee~~ GFC Executive Committee (see "Voting Members" below).

Voting Members

- One Associate Dean (or person holding an equivalent position) appointed by each Faculty offering undergraduate programs.– One of these persons shall be named by the ~~Subcommittee~~ GFC Executive Committee as Academic Co-Chair of the Subcommittee.
- One student appointed by the Students' Union
- Two academic staff members appointed by the APPCGFC Executive Committee
- One person appointed by the Provost and Vice-President (Academic)
- Vice-Provost (Student Experience) (ex-officio)

Non-Voting Members

- Calendar Editor (ex-officio)
- Assistant Registrar, Scheduling and Curriculum (ex-officio)
- Senior Specialist, Academic Advising (ex-officio)
- A representative of the Senior Advisor Group appointed by the CCS Co-Chairs (up to a 2 year term)
- Deputy Registrar (ex-officio)
- Associate Registrar & Director, Systems and Policy (ex-officio)

3. ROLE

The Subcommittee carries out those responsibilities delegated to it by APPC from time to time.

4. RESPONSIBILITIES

The Subcommittee's primary responsibilities are as follows:

1. Approve:

- a. all changes to undergraduate courses (e.g., hours, title, and content) including those that are cross-listed (courses that are offered for credit towards either an undergraduate or graduate degree);
- b. all minor¹ undergraduate program changes, such as additions and deletions of courses, and changes to degree options, including undergraduate and graduate courses that are offered for credit towards either an undergraduate or graduate degree, (cross-listed), but excluding proposed changes requiring a modification of program completion requirements (e.g. number of courses in the major), which requires approval by APPC;
- c. changes to Faculty-level undergraduate academic regulations including Faculty-level undergraduate program admission requirements; and
- c. ~~all revisions to the undergraduate sections of the University Calendar; and~~
- d. editorial and minor revisions to other sections (those not specific to either undergraduate or graduate) of the University Academic Calendar other than the undergraduate and graduate sections (the Other Sections), after consultation conducting such consultation with the Co-Chair of the Graduate Academic Program Subcommittee (GAPS) as the Co-Chair considers appropriate;

2. Review and recommend to APPC:

- a. new and changes to University and Undergraduate Regulations, including and faculty undergraduate admission and transfer requirements (concurrent review and recommendation by the GAPS may be required for University Regulations);
- b. ~~university academic regulations;~~
- c. ~~both new, and changes to existing, academic regulations pertaining to undergraduate programs; and~~
- d.b. major revisions to Other Sections of the University Academic Calendar (concurrent review and recommendation by the GAPS is also required), after conducting such consultation with the Co-Chair of the Graduate Academic Program Subcommittee as the Co-Chair considers appropriate; and

3. Such other activities and responsibilities delegated or assigned to it by APPC from time to time.

The Subcommittee is also ultimately responsible for the work and responsibilities of any working groups that support or report to the Subcommittee.

5. POWERS

Other than, or in the absence of, specific delegations of authority from APPC to act autonomously, the Subcommittee's powers shall be limited to providing input and ideas, advising, and making recommendations to APPC.

¹ Major changes to undergraduate programs, such as changes to program completion requirements, are reviewed and recommended to the APPC by the Academic Program Subcommittee (APS).

6. AUTHORITIES

The Subcommittee has the specific delegated authority to autonomously approve; (i) undergraduate course changes and minor undergraduate program changes, ~~other than changes requiring a modification of program completion requirements,~~ (ii) changes to faculty academic regulations and admission requirements, and (iii) revisions to the undergraduate sections of the University Academic Calendar, and (iv) editorial and minor revisions to the other sections of the Calendar ~~(excluding the graduate sections)~~, all on the condition that decisions made or actions taken under this delegated authority are reported to APPC.

As at May 15, 2024



**General Faculties Council
Research and Scholarship Committee
Terms of Reference**

1. ESTABLISHMENT

The General Faculties Council (**GFC**) hereby establishes a standing committee called the Research and Scholarship Committee (the **Committee**) under the provisions of the GFC's General Terms of Reference for Standing Committees and these Terms of Reference, and delegates to the Committee the authorities set out herein. In the event of a conflict between the provisions of these Committee Terms of Reference and the General Terms of Reference, these Committee Terms of Reference will govern.

The Vice-President (Research) shall act as the responsible senior administrator to the Committee, providing the link between senior administration and the Committee.

2. MEMBERSHIP

Co-Chair

Vice-President (Research) or an Associate Vice-President (Research) designated as an alternate by the Vice-President (Research) (ex-officio, voting).¹

Academic Co-Chair

As named by the GFC Executive Committee (see "Voting Members" below).

Voting Members

- One academic staff member appointed by each Faculty Council, excluding Graduate Studies and Qatar. One of these persons shall be named by the GFC Executive Committee as Academic Co-Chair of the Committee.
- One Postdoctoral Fellow/associate appointed by the Postdoctoral Association
- One student appointed by the Students' Union
- One student appointed by the Graduate Students' Association
- One member of the Associate Deans' Research Council (ADRC) appointed by the Vice-President (Research)
- Vice-Provost and Dean of Graduate Studies or, in the Dean's sole discretion, a member of the Faculty of Graduate Studies Council (ex-officio)
- Vice-Provost (Libraries and Cultural Resources) and University Librarian (ex-officio)

¹ For clarity, this designated individual will be a different individual from the one Associate Vice-President (Research) appointed by the Vice-President (Research) as a non-voting member.

Non-Voting Members

- One Associate Vice-President (Research) appointed by the Vice-President (Research)
- One person appointed by the Faculty Association
- One person appointed by the Alberta Union of Provincial Employees, Local 52
- One person appointed by the Management and Professional Staff Executive Committee

3. ROLE

The Committee serves as GFC's primary advisory group on research and scholarly initiatives, issues and activities. The Committee also promotes, supports and advocates for research and scholarly activity on campus and for faculty and student participation in research and scholarly activities.

4. RESPONSIBILITIES

The Committee will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Committee; however, the Committee may carry out additional responsibilities and duties within its role.

The Committee's primary responsibilities are as follows:

1. Provide strategic advice to GFC on research and scholarship in support of excellence in scholarship across the University, increasing the University's research impact in priority areas and promoting discovery, creativity and innovation;
2. Identify and develop or review and recommend to GFC strategies, plans, policies, procedures, practices, programs and activities within its role and advise GFC on the implementation and outcomes, including the effectiveness, of same;
3. Identify, prioritize and recommend action for dealing with issues that arise from across the University falling within its role;
4. Provide advice on priorities for resource allocation relating to research and scholarship and identify and recommend institutional priorities for University research and scholarship resources and support services;
5. Upon request, evaluate and make recommendations to GFC respecting proposals for new, or review existing, endowed chairs and professorships, institutes and centres, and other bodies related to its role;
6. Identify, evaluate and make recommendations regarding infrastructure necessary to conduct research and scholarship in accordance with funding agency requirements;
7. Facilitate research and scholarly initiatives being developed or utilized within and between divisions and disciplines, encourage collaborative activities and seek avenues for support of multi-disciplinary research and scholarly developments;
8. Lead and promote communication and discussion about research and scholarship across the University and develop, promote and review a communication strategy for knowledge mobilization of issues and information about research and scholarship;
9. Support and foster the professional development of researchers and scholars, promote and make recommendations for faculty development that meets the needs of faculty, and identify, promote and support opportunities for faculty and staff;
10. Develop, review and recommend to GFC awards programs related to research and scholarship;

~~11. Carry out those responsibilities under the University's Enterprise Risk Management program that are assigned to the Committee by the GFC Executive Committee;~~

~~11. When requested, carry out appointments in accordance with a University body's Terms of Reference (e.g. the Information Asset Management Committee)~~

12. Provide a forum for the receipt of reports from University research and scholarship support services and to allow these resources to raise issues and receive advice, support and promotion from the Committee; and

13. Such other activities and responsibilities delegated or assigned to it by GFC or the GFC Executive Committee from time to time.

The Committee is also ultimately responsible for the work and responsibilities of each of its sub-committees as articulated in the Terms of Reference of those committees.

5. POWERS

Other than, or in the absence of, specific delegations of authority from GFC or the GFC Executive Committee to act autonomously, the Committee's powers shall be limited to providing input and ideas, advising and making recommendations to GFC and other GFC standing committees.

6. AUTHORITIES

The Committee has the specific delegated authority to act autonomously as described below, on the condition that decisions made or actions taken under this delegated authority are reported to GFC.

None at this time.

As at ~~September 15, 2021~~Approval Date



**General Faculties Council
Teaching and Learning Committee
Terms of Reference**

1. ESTABLISHMENT

The General Faculties Council (**GFC**) hereby establishes a standing committee called the Teaching and Learning Committee (the **Committee**) under the provisions of the GFC's General Terms of Reference for Standing Committees and these Terms of Reference, and delegates to the Committee the authorities set out herein. In the event of a conflict between the provisions of these Committee Terms of Reference and the General Terms of Reference, these Committee Terms of Reference will govern.

The Vice-Provost (Teaching and Learning) shall act as the responsible senior administrator to the Committee, providing the link between senior administration and the Committee.

2. MEMBERSHIP

Co-Chair

Vice-Provost (Teaching and Learning) (ex-officio, voting).

Academic Co-Chair

As named by the GFC Executive Committee (see "Voting Members" below).

Voting Members

- One academic staff member appointed by each Faculty Council, excluding Graduate Studies and Qatar. One of these persons shall be named by the GFC Executive Committee as the Academic Co-Chair of the Committee.
- One person appointed by the Libraries and Cultural Resources Academic Council
- One Dean appointed by Deans' Council
- Vice-Provost (Indigenous Engagement) or, in the Vice-Provost's sole discretion, an academic staff member (ex-officio)
- Vice-Provost (Equity, Diversity and Inclusion) or, in the Vice-Provost's sole discretion, an academic staff member (ex-officio)
- One student appointed by the Students' Union
- One student appointed by the Graduate Students' Association

Non-Voting Members

- Vice-Provost and Dean of Graduate Studies or, in the Dean's sole discretion, a member of the Faculty of Graduate Studies Council (ex-officio)
- Vice-Provost (Student Experience) (ex-officio)
- Vice-Provost (Libraries and Cultural Resources) and University Librarian (ex-officio)
- Chief Information Officer (ex-officio)
- Senior Director of the Taylor Institute for Teaching and Learning (ex-officio)

- One Associate Director of the Taylor Institute for Teaching and Learning (TI) appointed by the Senior Director of the TI
- One person appointed by the Faculty Association
- One person appointed by the Alberta Union of Provincial Employees, Local 52
- One person appointed by the Management and Professional Staff Executive Committee

3. ROLE

The Committee serves as GFC's primary advisory group on teaching and learning, including such aspects as learning environments, quality and innovation, resources and support, recognition of teaching excellence and professional development, and students' educational experience.

4. RESPONSIBILITIES

The Committee will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Committee; however, the Committee may carry out additional responsibilities and duties within its role.

The Committee's primary responsibilities are as follows:

1. Provide strategic advice to GFC on teaching and learning in support of sustained, high academic standards, academic integrity and the strategic directions of the University;
2. Identify and develop or review and recommend to GFC strategies, plans, policies, procedures, practices, programs and activities within its role and advise GFC on the implementation and outcomes, including the effectiveness, of same;
3. Identify, prioritize and recommend action for dealing with issues that arise from across the University falling within its role;
4. Seek out, promote and support innovations in teaching and learning, including monitoring the evolution of learning technology applications and their impact on teaching and learning, and identifying and encouraging the adoption of new learning modes, strategies and learning technology applications;
5. Promote research on the effectiveness and evaluation of teaching and learning and develop and recommend methods of assessing the quality of all teaching activities;
6. Facilitate teaching and learning initiatives being developed or utilized within and between divisions and disciplines, encourage collaborative activities and seek avenues for support of multi-disciplinary teaching developments;
7. Lead and promote communication and discussion about teaching and learning across the University and develop, promote and review a communication strategy for knowledge mobilization of issues and information about teaching and learning;
8. Support and foster the professional development of teaching staff, promote and make recommendations for faculty development that meets the needs of faculty, and identify, promote and support opportunities for educational scholarship for faculty and staff;
9. Develop, review and recommend to GFC teaching awards programs;
10. Receive reports about student engagement and the student educational experience, and make recommendations to GFC concerning same;

11. Receive Quality Assurance Curriculum Review reports (Executive Summary and Action Plan) and interim reports (Action Plan), and provide feedback concerning same;

12. When requested, carry out appointments in accordance with a University body's Terms of Reference (e.g. the Information Asset Management Committee)

11.13. Identify and recommend institutional priorities for University teaching and learning resources and support services;

~~12. Carry out those responsibilities under the University's Enterprise Risk Management program that are assigned to the Committee by the GFC Executive Committee;~~

13.14. Provide a forum for the receipt of reports from University teaching and learning resources, such as Libraries and Cultural Resources, the bookstore and student ombudsperson, and to allow these resources to raise issues and receive advice, support and promotion from the Committee; and

14.15. Such other activities and responsibilities delegated or assigned to it by GFC or the GFC Executive Committee from time to time.

The Committee is also ultimately responsible for the work and responsibilities of each of its sub-committees as articulated in the Terms of Reference of those committees.

5. POWERS

Other than, or in the absence of, specific delegations of authority from GFC or the GFC Executive Committee to act autonomously, the Committee's powers shall be limited to providing input and ideas, advising and making recommendations to GFC and other GFC standing committees.

6. AUTHORITIES

The Committee has the specific delegated authority to act autonomously as described below, on the condition that decisions made or actions taken under this delegated authority are reported to GFC.

None at this time.

As at ~~September 15, 2021~~ Approval Date



**GENERAL FACULTIES COUNCIL EXECUTIVE COMMITTEE
Report to General Faculties Council
for the meeting held May 15, 2024**

The following report is submitted on behalf of the General Faculties Council (GFC) Executive Committee (EC).

Approval of Revisions to the School of Architecture, Planning and Landscape Faculty Council Terms of Reference

The EC reviewed the proposed revisions to the School of Architecture, Planning and Landscape (SAPL) Faculty Council Terms of Reference, hearing that the revisions update wording and formatting, add three students to the membership, and clarify the calculation of quorum.

There were no comments or questions.

The EC voted to approve the revisions to the SAPL Faculty Council Terms of Reference.

Recommendation of Revisions to the Student Misconduct and Academic Appeals Policy Suite

The EC reviewed the proposed revisions to the Student Misconduct and Academic Appeals Policy suite, hearing that it is no longer being proposed to move to one level of appeal at this time. The proponents then provided an overview of the proposed revisions, including noting that the revisions to University Appeals Committee (UAC) Procedure sections 4.39 and 4.43 are meant to add clarity around the role of a witness in a hearing as there has historically been uncertainty about this.

Discussion included:

- The Students' Union appreciates that the move to one level of appeal is not moving forward at this time, but still has concerns about some of the proposed revisions, especially in:
 - Section 5.7 of the Policy (Grounds for Appeal) – the removal of “*relevant new information*” as a ground for appeal of academic assessments and academic progression matters is disagreed with
 - The proponents reported that it is historical that procedural fairness and bias are the only grounds for appeals at the second level, and that this revision is correcting an error in this section of the Policy. Discussion included the position that for procedural fairness there should be flexibility to allow a student to be heard on new evidence, and the proponents indicated that this could be considered for the future.
 - Section 4.2 of the UAC Procedure (Deadline for Appeal) – the statement that requests submitted after the deadline will not be considered is disagreed with
 - The proponents indicated that the change to this section is to clearly state what already occurs. It was advised that appeal deadlines are clearly communicated and it is current practice to provide students with liberal extensions if asked for in advance of the deadline. It was highlighted that a fluid deadline would not equate to increased fairness.
 - Section 4.14 of the UAC Procedure (Form of Appeal Hearing) – the statement that a panel chair can determine that an oral hearing is not necessary is disagreed with

- The proponents reported that the panel chair already makes this decision, based on the complexity of the appeal and any expressed wishes of the student, and also makes other decisions relating to procedure. The proponents assured that the panel chair makes all decisions with the best interest of the student in mind, and if a student requests a written appeal and it is judged not to be in their best interest, a conversation is held. Discussion included observation that if the panel chair has the power to make decision the system should have oversight to ensure consistency in application and that there is fairness and no bias.

In response to questions, it was reported that:

- The second level of appeal is only to look at process followed in the first level and is not a full reconsideration of the appeal
- The proponents will be meeting with the Students' Union and Graduate Students' Association about the future removal of the second level of appeal, and at that time a discussion of other matters of concern such as the available grounds for appeal could be discussed

The EC then voted to recommend that the GFC approve the revisions to the Student Misconduct and Academic Appeals Policy, the University Appeals Committee Procedure, and the Faculty Appeals Committee Procedure, effective July 1, 2024, and authorized the proponents to make non-substantive changes to the procedures prior to the GFC's approval.

Approval of Revisions to the APPC, APS, GAPS, CCS, RSC, and TLC Terms of Reference

The EC reviewed the proposed revisions to the Academic Planning and Priorities Committee (APPC), Academic Program Subcommittee (APS), Graduate Academic Program Subcommittee (GAPS), Calendar and Curriculum Subcommittee (CCS), Research and Scholarship Committee (RSC), and Teaching and Learning Committee (TLC) Terms of Reference (TOR), hearing that a fulsome review of the TORs has been conducted and the revisions have been supported by the committees.

Discussion included observation that a regular systematic review of the standing committees TORs is a good practice.

The EC then voted to approve the revisions to the TOR for the APPC, APS, GAPS, CCS, RSC, and TLC, effective immediately, as recommended by the APPC, RSC, and TLC.

Recommendation of Revisions to the GFC EC Terms of Reference and the GFC Standing Committees General Terms of Reference

The EC reviewed the proposed revisions to the EC and GFC Standing Committees General TORs, hearing that no additional revisions have been made since the EC reviewed the documents at its April 17 meeting.

During discussion it was confirmed that it is being proposed to extend the eligibility for re-appointment for additional terms up to a cumulative maximum of 10 consecutive years, from 6 consecutive years, to align with the current maximum for Board of Governors standing committee members and to align with the possibility that some administrators (i.e. Associate Deans on the CCS) may serve two 5-year terms.

The EC then voted to recommend that the GFC approve the revisions to the TOR for the EC and the GFC Standing Committees General TOR, effective immediately.

Recommendation of the Establishment of the 2024-2025 GFC Elected Membership Distribution

The EC reviewed the proposed revised 2024-2025 GFC elected membership distribution, hearing that the revised distribution is necessary because the Post-Secondary Learning Act states that all Vice-Presidents are members of GFC by virtue of their offices and the recent creation of two new offices out of the Office of Advancement has resulted in one additional Vice-President on GFC and thus two new academic staff member seats to distribute to the Faculties. The Office of Institutional Analysis does the calculation to determine the distribution of the seats.

There were no comments or questions.

The EC then voted to recommend that the GFC establish the total number of elected members to be on the GFC and determine and assign to each Faculty the number of members that may be elected by that Faculty.

Approval of a Revision to the 2025-2026 GFC and GFC Standing Committees Meeting Schedule

The EC reviewed the proposed revision to the 2025-2026 meeting schedule, hearing that it is necessary to change the June 2026 GFC meeting date to accommodate convocation and that it is desirable to make this change now because the University Secretariat will be sending out calendar invites for the next two years' meetings soon.

There were no comments or questions.

The EC then voted to approve the revision to the 2025-2026 GFC and GFC standing committees meeting schedule.

Appointment Work

Nominations for Election by GFC of Three Academic Staff Members of GFC to the GFC Executive Committee

The EC named, in rank order, academic staff members of GFC to be approached by the University Secretariat to stand for election to the EC. The election will be held electronically following the June 13, 2024 GFC meeting.

Nominations for the Election by GFC of an Academic Staff Member of GFC as the Member of the Board of Governors Nominated by GFC

During discussion it was indicated that it is ideal if the person in this role has a balance of teaching and research experience, an understanding of the core mission of the University, and experience serving on University committees.

The EC then named, in rank order, academic staff members of GFC to be approached by the University Secretariat to stand for election as the member of the Board of Governors nominated by GFC. The election will be held electronically following the June 13, 2024 GFC meeting.

Appointment of University Appeals Committee Appeal Review Administrators

The EC named, in rank order, academic staff members to be approached by the University Secretariat to serve as Appeal Review Administrators.

Secretary's Note: Following the meeting, Eugene Beaulieu, Faculty of Arts, Anil Mehrotra, Schulich School of Engineering, Soroush Sabbaghan, Werklund School of Education, Bronwen Wheatley, Faculty of Science, Cindy Graham, Faculty of Science, Susanne Cote, Faculty of Arts, Karen Then, Faculty of Nursing, Marie-Andrée Bergeron, Faculty of Arts, and Brandon Karchewski, Faculty of Science, agreed to serve and are deemed to be appointed by the EC.

Appointment of Two Academic Staff Members to the Calendar and Curriculum Subcommittee

The EC named, in rank order, academic staff members to be approached by the University Secretariat to serve on the Calendar and Curriculum Subcommittee.

Secretary's Note: Following the meeting, Andrew Szeto, Campus Mental Health Strategy/Faculty of Arts, and Shawna Cunningham, Office of Indigenous Engagement, agreed to serve and are deemed to be appointed by the EC.

Naming of the Academic Co-Chair of the Calendar and Curriculum Subcommittee

The EC voted to name Melissa Boyce, Faculty of Arts, as the Academic Co-Chair of the CCS, for a term until June 30, 2027 or until her time on the CCS ends, if that is sooner.

Naming of the Academic Co-Chair of the Teaching and Learning Committee

The EC voted to name Barbara Brown, Werklund School of Education, as the Academic Co-Chair of the Teaching and Learning Committee, for the 2024-2025 meeting year.

Appointment of One Member of GFC as a GFC Representative on the Senate

The EC voted to re-appoint Jeffrey Priest, Schulich School of Engineering, as a GFC representative to the Senate, for a term until June 30, 2027 or until his time on the GFC ends, if that is sooner.

Review of the Draft June 13 , 2024 GFC Agenda

The EC reviewed the draft June 13, 2024 GFC agenda, hearing that a report on the 2024 GFC member survey results will be included among the information items.

The EC reviewed a submission from Kent Donlevy, President of the Faculty Association and a member of GFC, to add a motion regarding Bill 18 to the June 13 GFC agenda. Following discussion, it was determined that the motion will be presented to the GFC.



ACADEMIC PLANNING AND PRIORITIES COMMITTEE
Report to General Faculties Council
for the meeting held on May 13, 2024

This report is submitted on behalf of the Academic Planning and Priorities Committee (APPC).

Werklund School of Education Midterm Unit Review Report

The APPC received the Midterm Unit Review Report for the Werklund School of Education (WSE). The Committee learned that the WSE's unit review was completed in 2021 and resulted in 21 recommendations. The Committee heard about the actions WSE has taken to date in response to recommendations, which include: initiating a review of the Educational Study Areas (EDSA) organizational structure and associated governance processes, with a particular focus on decolonization and inclusivity; initiating a curriculum review of the Master of Education (MEd) program; developing targeted marketing for graduate program recruitment; centralizing Teaching and Learning, Research, and Internationalization together in a single Academic Support Office; piloting a Community of Practice for Indigenous graduate students; and working on building a unified culture within the WSE through teambuilding events and enhanced internal communications.

The Committee learned that although one of the recommendations included reconsidering the mandatory summer on-campus residency in the Community-based Bachelor of Education (BEd) degree program, the WSE believes that this is an important component of the program to maintain because of the connection it fosters for the students with their cohort and the Faculty. The Committee heard that conversations are ongoing regarding building faculty member capacity for Indigenous programming and ensuring the financial sustainability of land-based programming, and commended the WSE for their focus on Indigenous students.

Recommendation of the Updates to the Non-credit Professional and Continuing Education Credentials Framework

The APPC reviewed the proposed updates to the Non-credit Professional and Continuing Education Credentials Framework, which include the introduction of a micro-credential category in which students will be permitted to apply credit courses towards their non-credit micro-credential, and the authority for these micro-credentials delegated to Continuing Education with annual reporting to the APPC.

The Committee discussed the lack of consistency in nomenclature for non-credit professional credentials across the Western world, and noted that the development of a provincial qualifications framework would be a helpful step towards improving employer recognition of non-credit credentials.

The APPC recommended that the General Faculties Council approve the updates to the Non-credit Professional and Continuing Education Credentials Framework, effective immediately.

Approval of the Changes to the Academic Regulations: Section E. Course Information and Section G. Academic Assessments and Examinations

The Committee reviewed the proposed changes to the academic regulations Section E. *Course Information* and Section G. *Academic Assessments and Examinations*. Section E.1 provides requirements for course outlines and Section G provides direction and information on all matters pertaining to academic assessments and final exams, from general assessment principles to scheduling to managing absences and deferrals.

The Committee heard that the Section G regulations were intentionally written to allow for the possibility of an online course having an in-person final exam. Although generally online courses have online final exams, an instructor may elect to hold the final exam in-person, if approved by the Dean (or delegate) and stated on the course outline. As a future consideration, the Committee discussed the idea of centralizing the review of requests for accommodation on protected grounds other than disability. Accommodations for disability are currently centralized through Student Accessibility Services.

The Committee observed that the document required copyediting and reorganization for readability. The proponents reported an amendment to Section E.1 and the Committee requested the following revisions to Section G:

- Clarification of instructions for students requesting accommodation on protected grounds other than disability, and addition of a direct link to University information on the same, in Section G.1.4 (b)
- Revision of Section G.2.3 to read “the Dean may approve” rather than “the Dean will approve” regarding transfer weight that exceeds the 50% maximum for a final examination
- Review of language to ensure consistent terminology for the approval authority, e.g., “Dean or designate”
- Review Section G.2.1 to confirm if it could be revised to require that students receive at least 30% of their course grade (or equivalent formal feedback in non-graded courses) one week prior to the withdrawal deadline, rather than by the withdrawal deadline

With these considerations, the APPC requested that the proponents return to the next Committee meeting with a revised proposal for final approval.

Approval of the Reactivation of the Bachelor of Science (BSc) in Oil and Gas Engineering, Schulich School of Engineering

The Committee reviewed the proposal to reactivate the Bachelor of Science (BSc) in Oil and Gas Engineering within the Schulich School of Engineering. The Committee heard that the program was suspended in 2021 due to low student enrolment and a prolonged downturn in the oil and gas industry. Since then, geopolitical changes have resulted in an increased emphasis on energy security and the completion of the Trans Mountain pipeline expansion paired with the LNG Canada projected to commence commercial operations in 2025 support the expectation of continued growth in the industry locally.

The Committee learned that the program is only open to students who have already completed the first year of engineering, therefore student intake would begin in Fall 2025. The program will be reviewed in the year ahead to determine whether curriculum changes are required to make the program resilient to future economic downturns. Considerations will include incorporating content pertaining to data analytics and energy transition fields (e.g., carbon capture and storage, hydrogen).

The APPC approved the reactivation of the BSc in Oil and Gas Engineering, effective July 1, 2024.

Recommendation of the Revisions to the APPC, CCS, GAPS, and APS Terms of Reference

The Committee reviewed the proposed revisions to its Terms of Reference, as well as that of its subcommittees. Proposed revisions were discussed by each committee, with the APPC having the most fulsome discussion with respect to its membership.

The request to change non-voting members of APPC to voting members was not incorporated in these revisions as a change of that magnitude would require a rigorous examination before proposal. In that regard, the Secretariat will complete a review of governance committee membership across peer institutions over the

summer. The results of the review will be shared with the APPC in the fall and any resulting recommendations will be made to the General Faculties Council Executive Committee.

The APPC recommended that the General Faculties Council Executive Committee approve the revisions to the Academic Planning and Priorities Committee, the Academic Program Subcommittee (APS), the Graduate Academic Program Subcommittee (GAPS), and the Calendar and Curriculum Subcommittee (CCS), effective immediately.

Robin Yates, Co-Chair, and Dawn Johnston, Academic Co-Chair.



ACADEMIC PLANNING AND PRIORITIES COMMITTEE
Report to General Faculties Council
for the meeting held on May 27, 2024

This report is submitted on behalf of the Academic Planning and Priorities Committee (APPC).

Approval of the Creation of the Specialization in Water Resilience within the Master of Transdisciplinary Research and Doctor of Philosophy (PhD) in Transdisciplinary Research

The Committee reviewed the proposal for the creation of the Specialization in Water Resilience within the Master's in Transdisciplinary Research and the Doctor of Philosophy (PhD) in Transdisciplinary Research. The Committee heard that this specialization is designed to be accessible to students from all disciplines as it is part of the recently launched United Nations University (UNU) Hub. The Committee encouraged the proponents to explore possible linkages between this specialization and Indigenous-led water-related initiatives, such as the Water & Tribes Initiative in the Colorado River Basin. The Committee heard that the incoming Canada Excellence Research Chair in Indigenous Ways of Climate and Water Sustainability for Planetary Health and Well-being, Dr. Deborah McGregor, will be involved with this specialization.

In discussing the transdisciplinary programs more broadly, the Committee learned that the transdisciplinary programs will have their own funding policy, which is currently under development by the Faculty of Graduate Studies, and will be integrated with the Graduate College that will serve as the home for students in these programs. The Committee heard that two staff members have already been hired to support the transdisciplinary programs, with funding set aside for a third.

The APPC approved the creation of the Specialization in Water Resilience within the Master of Transdisciplinary Research and the PhD in Transdisciplinary Research, effective Fall 2025.

Approval of the Creation of the Concentration in Aboriginal and Indigenous Law within the Juris Doctor (JD) Program, Faculty of Law

The Committee reviewed the proposal for the creation of the Concentration in Aboriginal and Indigenous Law within the Juris Doctor (JD) program. The Committee heard that this has been developed by the Faculty of Law in response to the Truth and Reconciliation Committee's Calls to Action, as well as student interest. The proposed effective date of Winter 2025 would allow for students who have supported the development of the concentration to graduate with it in Spring 2025. The Committee learned that this would be the first Indigenous concentration for a JD program in the prairie provinces, and that consultation with law firms has confirmed labour market demand for law school graduates with Indigenous-specific training.

The Committee heard that hiring a tenure-track Indigenous faculty member is a priority for the Faculty of Law to ensure the long-term sustainability of this concentration. The Committee suggested that the proponents consider Blackfoot Crossing Historical Park for moot court or other field-based experiential learning opportunities, and that staff and faculty members in the Faculty of Law be encouraged to take the URise program to enhance their understanding of First Nations, Métis, and Inuit cultures and worldviews.

The APPC approved the creation of the Concentration in Aboriginal and Indigenous Law within the JD program in the Faculty of Law, effective Winter 2025.

Approval of the Changes to the Academic Regulations: Section E. *Course Information* and Section G. *Academic Assessments and Examinations*

The Committee reviewed the revised version of the proposed changes to the academic regulations Section E *Course Information* and Section G *Academic Assessments and Examinations*. The Committee heard that all amendments requested at the prior meeting had been incorporated.

The APPC approved the proposed changes to the academic regulations Section E *Course Information* and Section G *Academic Assessments and Examinations*, effective Fall 2024.

Approval of the Changes to Academic Regulation Section M.1 *Supporting Documentation*

The Committee reviewed the proposed changes to the academic regulation Section M.1 *Supporting Documentation*, which provides direction on the requirements for documentation to support student absences from in-course assessments or final exams. The Committee heard that a communication plan was under development to support the roll-out and implementation of the updated regulation, together with Section E and G. A webpage is also under development to support the operationalization of the regulations and provide guidance to students and faculty members.

The APPC approved the proposed changes to the academic regulation Section M.1 *Supporting Documentation*, effective Fall 2024.

Faculty of Social Work Midterm Unit Review Report

The APPC received the Midterm Unit Review Report for the Faculty of Social Work. The Committee learned that the unit review was completed in 2020 and included all three campuses (Calgary, Lethbridge, Edmonton).

The Committee heard that the Master of Social Work (MSW) program was granted the maximum accreditation term of 7 years from the Canadian Association of Social Work Educators and will be applying for accreditation for the Bachelor of Social Work (BSW) program next year. The Committee also learned about changes that the Faculty of Social Work has made in response to the unit review's recommendations, which include developing a new BSW curriculum that will be launched in Fall 2024 and reorganizing the Associate Dean portfolios by program (e.g., undergraduate, graduate) rather than by campus. The unit review also identified an over-reliance on sessional instructors, which the Faculty is working to address by seeking new hires in the Assistant Professor (Teaching) stream.

The Committee commended the Faculty of Social Work for its work on anti-racism, equity, and building academic partnerships with Indigenous communities.

Robin Yates, Co-Chair, and Dawn Johnston, Academic Co-Chair.

RESEARCH AND SCHOLARSHIP COMMITTEE
Report to General Faculties Council
for the meeting held May 15, 2024

This report is submitted on behalf of the Research and Scholarship Committee (RSC).

Research Overhead

The RSC received a presentation on upcoming overhead rate increases at the University, hearing that:

- The University recovers the indirect costs of research projects, if permitted by the sponsor. Indirect costs include central, Faculty, and Departmental costs incurred to support research which are not directly attributable to a specific research project, such as facility operations, finance and human resources services, information technologies services, library services, and research services. Direct costs of a research project include salaries and benefits, equipment, some capital costs, consumables, and travel.
- A review has determined that the University is below the national average in assessing overhead on industry sponsored research grant and contract projects. The University currently assesses an overhead rate of 25% on these projects and it has been decided to raise this to 40% in alignment with peer institutions.
- It has been decided that the University will now assess overhead on leveraged/matched funding provided through Tri-Agency programs, at a rate of 25% for government and not-for-profit projects and a rate of 40% for industry sponsored projects
- The University will maintain the current overhead rates of 25% for public sector and not-for-profit projects, 30% for sponsored clinical trials, and 45% for technical services agreements
- The increased and new overhead rates will be effective September 1, 2024
- Overhead waiver requests will only be granted in exceptional circumstances
- A training module and concluding quiz will educate researchers and research staff about the updated procedures and responsibilities, and after September 1, 2024 legal reviews of contracts and agreements will only be conducted if the project's Principal Investigator has completed the training and quiz

In response to questions, it was reported that:

- An example of a technical services agreement is the testing that was done during the Covid-19 pandemic
- Because a technical services agreement is revenue generating using University facilities, it is assessed at a higher overhead rate
- In some circumstances, overhead can be directed to a specific office or unit and this can be negotiated with the Office of the Vice-President (Research)
- The Office of the Vice-President (Research) can assist researchers in discussing overhead rates with sponsors who are questioning the rate
- For years the University has not distinguished between grant and contract projects when assessing overhead
- Prior to 2023, 50% of overhead went to the researcher's Faculty and 50% went to the Office of the Vice-

President (Finance and Services). Overhead is now distributed 35% to the Faculty, with the remainder split between the central administration portfolios.

Innovation Ecosystem Update

The RSC received a presentation on the University's innovation ecosystem, hearing:

- The University's innovation ecosystem includes Innovate Calgary, the Hunter Hub, the O'Brien Institute for Public Health W21C Research and Innovation Centre, the Integrated Management Platform to Accelerate Clinical Trials (IMPACT) accelerator, the Creative Destruction Lab - Rockies, and the Office of the Vice-President (Research)
- The innovation ecosystem is a critical enabler of several of the priorities in the University's *Ahead of Tomorrow* strategy, and works with the University and Calgary communities, government, industry, and other institutions to accelerate innovation and bridge the transition from discovery to delivering solutions for society
- Highlights of recent innovation-related initiatives and accomplishments, including within the Evolve to Innovate (E2I) and Academic Entrepreneurs in Residence (AEiR) programs, the Energy Transition Centre, the Life Sciences Innovation Hub, the Social Innovation Hub, the University Innovation Quarter, the UCEED funding program, and the launching of the Aerospace+ Innovation Hub

In response to a question, it was indicated that persons can reach out to Innovate Calgary to be connected with programs or initiatives of interest.

This presentation will be given at the June 13, 2024 General Faculties Council meeting.

Prepared by the University Secretariat on behalf of Robert Thompson, RSC Co-Chair, and Sheri Madigan, Academic Co-Chair

**Report to the General Faculties Council
on the Meeting of
The Board of Governors (Open Session), May 24, 2024 (8:00 am)
From the Member of the Board nominated by GFC**

The Vice-Chair of the Board, Nancy Foster, called the meeting to order at 8:09 am with a general welcome, a welcome to new board members at their first board meeting. The approval of the meeting agenda and identification of any existing conflicts of interest amongst the Board Members were then confirmed.

The land acknowledgement was delivered by myself as an outgoing Board Member.

Michael Van Hee, Vice-President (Finance and Services) - Development presented the safety moment on Pedestrian Safety Strategy being developed on campus.

Following the safety moment, the following actions items were presented and voted on:

- Approval of the Open Consent Agenda Items
- Approval of the University of Calgary's 2024 Capital Plan
- Approval of the Internal Restriction of Net Assets (IRNA)
- Approval of the Annual Consolidated Financial Statements & Management Discussion & Analysis (MD&A)
- Approval of the Investment Management Agreement
- Approval of the Community Mental Health and Well-Being Strategy: Renewal of the Campus Mental Health Strategy

All six items were approved by vote by the Board.

The two information items were the Utility Reduction Program Final Report and the Report from the President.

Board Member Reports included:

- Report from the Chancellor and Senate
- Report from the Board Members nominated by the Alumni Association

- Report from the Board Member nominated by the General Faculties Council
- Report from the Board Member nominated by the University of Calgary Faculty Association
- Report from the Board Member nominated by the Alberta Union of Provincial Employees
- Report from the Board Member nominated by the Students' Union

There being **no other business**, the Open Session of the Board Meeting was then adjourned at 10:17 am.

Sincerely,

Joule Bergerson