GENERAL FACULTIES COUNCIL
AGENDA

Thursday, February 6, 2025, 1:30 p.m.   Virtual Modality
Meeting #634   Zoom Meeting ID: 946 9465 5412
Passcode: 024931

Item	Description	Presenter	Materials	Estimated Time
1.	Conflict of Interest Declaration	Davidson	Verbal	1:30
2.	Inclusive Practice Moment	McCardy[1]	PowerPoint	
3.	Safety Moment	Davies[2]	Document + PowerPoint	
4.	Remarks of the Vice-Chair	Davidson	Verbal	
5.	Question Period	Davidson	Verbal	
	Action Items			
6.	Approval of the December 5, 2024 Meeting Minutes	Davidson	Document	
7.	Recommendation of the Dissolution of the University of Calgary in Qatar (the Qatar Faculty)	Davidson	Document	1:50
8.	Approval of the Establishment of the 2025-2026 GFC Elected Membership Distribution	Davidson/McVie	Document	1:55
	Information Items			
9.	Indigenous Engagement - Research Update	Hart[3]/Thompson[4]	Document + PowerPoint	2:00
10.	Declaration On Research Assessment (DORA) and Research Impact Update	Milaney[5]/Warner[6]	Document + PowerPoint	2:20
11.	Approved Revisions to the Academic Planning and Priorities Committee, Teaching and Learning Committee, and Course Feedback Implementation Working Group Terms of Reference	In Package Only	Document	2:35
12.	Approved Revisions to the Schulich School of Engineering Faculty Council Terms of Reference	In Package Only	Document	
13.	Approved Revisions to the Faculty of Nursing Faculty Council Terms of Reference	In Package Only	Document	

Item	Description	Presenter	Materials	Estimated Time
14.	Standing Reports: a) Report on the January 15, 2025 GFC Executive Committee Meeting b) Report on the December 9, 2024 and January 13, 2025 Academic Planning and Priorities Committee Meetings c) Report on the January 16, 2025 Research and Scholarship Committee Meeting d) Report on the January 14, 2025 Teaching and Learning Committee Meeting e) Report on the December 4, 2024 Senate Meeting	In Package Only	Documents	
15.	Other Business	Davidson		2:35
16.	Adjournment Next meeting: March 6, 2025	Davidson	Verbal	2:35

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. Steve McCardy, Associate Vice President (People and Culture)
2. Mark Davies, Senior Director, Environment, Health and Safety
3. Michael Hart, Vice-Provost and Associate Vice-President Research (Indigenous Engagement)
4. Robert Thompson, Associate Vice-President Research
5. Katrina Milaney, Associate Vice-President Research
6. Stephanie Warner, Manager, Knowledge to Impact

Safety Moment
Field Safety

General Faculties Council

February 6, 2025

Field Safety - Why?

Field Safety Standard Delivered in 2023

- UVIC – Bamfield incident in 2019
- UCalgary experienced several field related safety incidents
- Large research and outdoor community requested action
- 2022 -2024 additional events and incidents occur
- Lessons learned from incidents essential
- Field Safety Standard updated

Field Safety – Why This?

- Inputs from lessons learned
    - Field work presents unique and dynamic risks
    - Support is essential for leadership
    - Providing guidance and best practice
    - Utilizing community knowledge

- Additional resources available to help
    - Internal and external
    - Building on RMI international resources
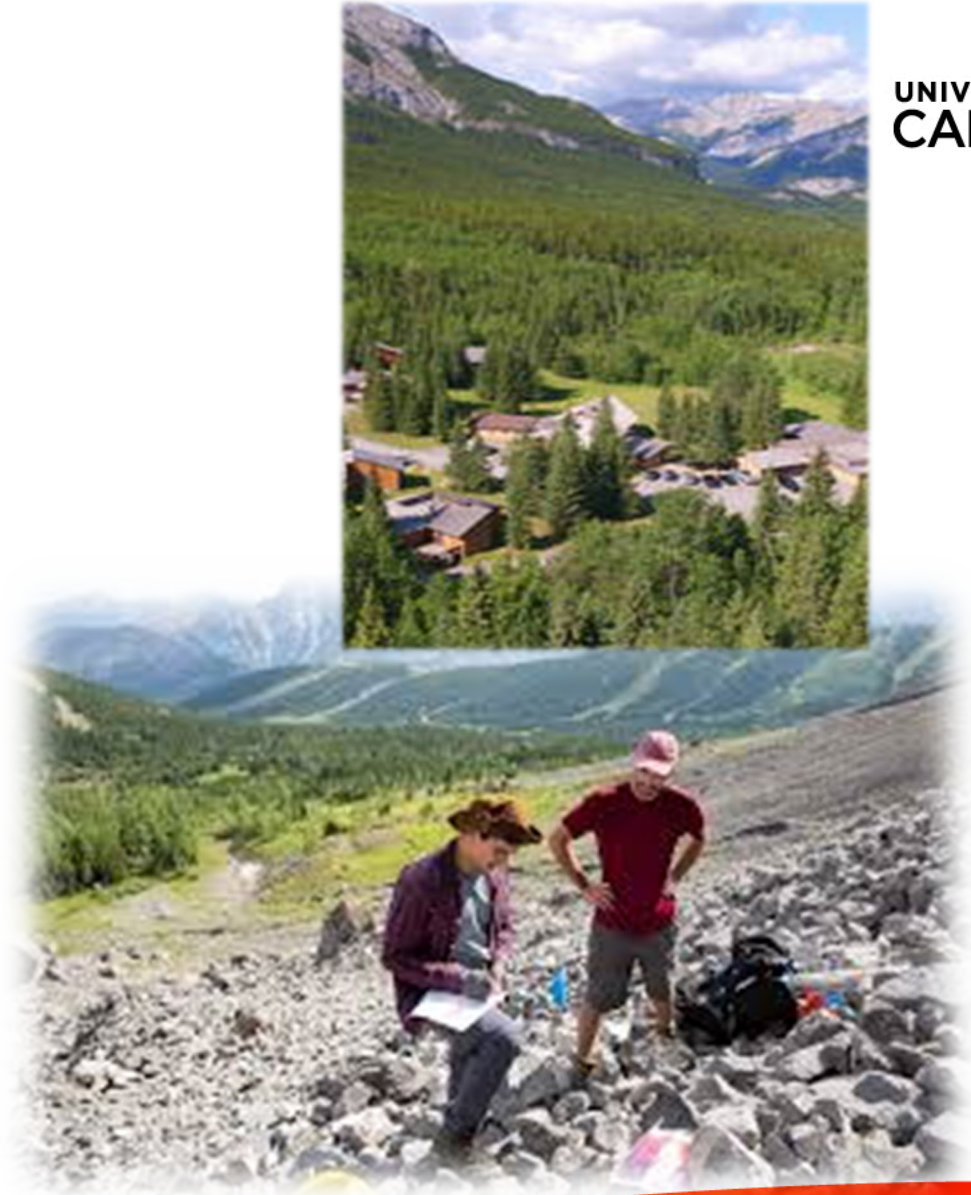   - Domestic support through ISOS

Field Safety – Why This?

- Health and Medical
- Illness and Injury
- Safety and Security
- Road Safety Advice
- Environmental Threats
- Personal Wellbeing
- Psychosocial
- Detention by Authorities

Field Safety – Why Now?

- Listen to community
- Understand challenges are different
- Skills are required to support team
- Leadership is difficult

Thank You

If you have any questions on Field Safety, you can contact:

Mark Davies, Senior Director

Environment, Health and Safety

The draft Minutes are intentionally removed from this package.

Please see the approved Minutes uploaded separately on this website.

SUBJECT: **Dissolution of the University of Calgary in Qatar (the Qatar Faculty)**

MOTION:

That the General Faculties Council (GFC) recommend that the Board of Governors approve the dissolution of the University of Calgary in Qatar (UCQ), effective August 31, 2025, as presented to the GFC and as recommended by the GFC Executive Committee.

PROPONENT(S)/PRESENTER(S)

Sandra Davidson, Provost and Vice President (Academic)

PURPOSE

The General Faculties Council (GFC) is being asked to recommend the dissolution of the University of Calgary in Qatar (UCQ), effective August 31, 2025, as set out in the document provided.

The previous agreement with the State of Qatar to deliver nursing programs in Qatar, recommended by GFC in December 2017, was amended in 2022. This amendment extended the agreement until August 31, 2025 to allow for admitted students to complete their degree programs prior to the closure of the Faculty.

KEY CONSIDERATIONS

The agreement to deliver nursing programs in Qatar was renewed in 2017 for a five-year period from January 1, 2018 to December 31, 2022.

In 2021, the University of Calgary received notice that the State of Qatar did not intend to extend the contract beyond its expiry date and that admissions to programs should cease while a plan for teach-out of existing students, and winddown of UCQ was negotiated. The State of Qatar advised that it intended to continue to build capacity in nursing education by establishing a program at Qatar University.

Following negotiations, the 2018 agreement was amended to extend the agreement until August 31, 2025 to allow all admitted students to be able to complete their course of study and consequently, be eligible to receive a degree accredited in Canada in accordance with the Collaboration Agreement. During this extension, no new enrolments have taken place. A detailed transition plan was developed by UCQ to ensure students continue to receive high quality training during the winddown and can successfully complete their programs on time.

The last class of 121 students will graduate at UCQ's final convocation ceremony, to be held in May 2025 in Qatar.

BACKGROUND

In 2004, under direction from HH Sheikha Moza Bint Nasser, a College of Nursing Project Steering Committee was established to approach international universities for the purpose of partnering together to establish a branch

campus in Qatar to educate nurses. The University of Calgary was selected for its commitment to excellence in nursing education.

An initial 10-year collaborative agreement to establish the University of Calgary branch campus in Qatar was signed with the State of Qatar in 2006. A Faculty at the University of Calgary called the Qatar Faculty, later called the University of Calgary in Qatar, was formally approved by the Board of Governors in February 2008. Following a successful comprehensive 10-year review in 2016-2017 by the State of Qatar, a second 5-year term agreement was signed in 2018 with an understanding that the new agreement was in part the start of a transition, to move the Faculty to a model where the State of Qatar could eventually run their own nursing faculty.

In the sixteen years that UCQ has been operating in Qatar, UCQ has actively contributed to the nursing scope of practice and championed workforce and educational development through nursing programs (Bachelor of Nursing Regular Track [BNRT]; Post Diploma Bachelor of Nursing [PDBN]; Masters of Nursing [MN]), customized continuous professional development activities (i.e., immunization and vaccination, emerging teaching certificate), and internationally recognized evidenced-based workshops, for and with health service partners.

Since 2008 UCQ has had over 1,100 nursing students graduate included approximately 8% graduating with a Master's degree. In peak years, over 500 students were enrolled in nursing programs at UCQ. In June 2024 60 students convocated including 58 with a Bachelor of Nursing program and the final 2 Master of Nursing students. The remaining 121 students in the regular track Bachelor of Nursing program will convocate in May 2025.

As the only provider of nursing undergraduate and graduate degrees in Qatar, UCQ has provided a solid foundation upon which to offer nationally aligned nursing credentials. In 2014 UCQ received the highest level of accreditation from the Canadian Association of Schools of Nursing—a 7-year accreditation. This accreditation was renewed in Spring 2023. Our graduates are currently working in Hamad Medical Corporation (HMC), Primary Health Care Corporation (PHCC), Sidra Medical Center, Aspetar, and other local organizations.

Over the course of its operations, UCQ has made critical contributions to the skilled nursing workforce and to nursing leadership in Qatar. UCQ faculty and students have been engaged in numerous activities that are aimed at improving the health and wellness of the residents of Qatar. UCQ has developed many health care, education and community partnerships in the Gulf Region, including with Hamad Medical Corporation and SIDRA. UCQ has enhanced the reputation of the University of Calgary in Gulf Region and throughout the Middle East and served as an important component of our international strategy. AS UCQ winds down, the University of Calgary will continue to nurture these relationships and look for opportunities to continue to build upon the work of UCQ over the past 16 years.

RISKS

Student Progression: UCQ has worked closely with enrolled students to support academic progression. For those students requiring additional support, UCQ has developed individualized progression plans to ensure students are able to successfully complete their course of study by spring 2025. Additional courses have been added over summer sessions to ensure students are able to complete clinical hours over fall and winter term. In the event that students have been required to withdraw, they have been supported in pursuing applications to other local universities.

As of fall 2024, 4 students were on alternate progression plans and are expected to complete their degree requirements prior to the final convocation in May 2025.

Staff Impacts: UCalgary staff members are employed under a variety of contractual agreements which have been extended as required to support the winddown of the Faculty. As activities conclude, staff are being supported in transition and exit from Qatar or transition within the country to new opportunities.

Information Transfer: UCQ is working to identify essential hr, student & program data required for transfer to the Calgary main campus to support alumni and staff queries in the future. All official student records continue to be maintained by UCalgary's Office of the Registrar. Students and alumni will always be able to access their official records (transcripts, parchments and syllabi) through our UCalgary student services, and we are committed to keeping those records accurate, secure and accessible.

ROUTING AND PERSONS CONSULTED

Progress	Body	Date	Approval	Recommendation	Discussion	Information
	GFC Executive Committee	15-Jan-2025		X		
X	General Faculties Council	06-Feb- 2025		X		
	Board of Governors	21-Mar-2025	X			

NEXT STEPS

If approved, UCalgary will continue to move forward with closure of the Qatar Faculty as planned in the amended collaboration agreement. Formal notification of the closure will be communicated to the Government of Alberta.

SUPPORTING MATERIALS

NA

SUBJECT: **Establishment of the 2025-2026 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.

PURPOSE

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

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.*

Traditionally, this calculation is done annually. For 2025-2026, it is expected that there will be 24 members by virtue of office. There should therefore be 48 elected member seats. 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 Qatar Faculty is removed from the 2025-2026 distribution in anticipation of its winddown.

The calculations indicate that the Schulich School of Engineering gains 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

Progress	Body	Date	Approval	Recommendation	Discussion	Information
	GFC Executive Committee	2025-01-15		X		
X	General Faculties Council	2025-02-06	X			

NEXT STEPS

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

SUPPORTING MATERIALS

Distribution of Elected GFC Membership, 2025-2026

DISTRIBUTION OF ELECTED GFC MEMBERSHIP, 2025-2026

Faculty	Full-time Academic Staff (1) 2024 (As at Dec. 31, 2024)	Distribution of 48 Seats (2) Decimalized	Distribution of 47 Seats (3) Decimalized	Rounded	2025-2026 Distribution of 48 Seats	Present 2024-2025 Distribution	Notes
Arts	321	8.8247	8.6409	9	9	9	
Cumming School of Medicine	505	13.8832	13.5939	13	13	13	
Graduate Studies	-	-	-	-	1	1	
Haskayne School of Business	87	2.3918	2.3419	2	2	2	
Kinesiology	32	0.8797	0.8614	1	1	1	
Law	29	0.7973	0.7806	1	1	1	
Nursing	63	1.7320	1.6959	2	2	2	
Qatar	-	-	-	-	-	1	Qatar excluded in 2025-2026
School of Architecture, Planning and Landscape	27	0.7423	0.7268	1	1	1	
Schulich School of Engineering	212	5.8282	5.7068	6	6	5	* gain 1 seat
Science	256	7.0378	6.8912	7	7	7	
Social Work	45	1.2371	1.2113	1	1	1	
Veterinary Medicine	84	2.3093	2.2612	2	2	2	
Werklund School of Education	85	2.3368	2.2881	2	2	2	
TOTAL	1,746	48.0000	47.0000	47	48	48	

Source of data: People, Processes and Solutiions, Human Resources. Data as at Dec. 31, 2024.

Notes:

(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 48 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 2025-2026 is 24, therefore there are 48 elected seats to be divided amongst the 13 Faculties. Qatar is excluded from the 2025-2026 distribution because of its winddown.**

Prepared by Office of Institutional Analysis, Project 927.

Note: Four decimal places dictate the distribution of the seats, and while some numbers are close, an arithmetic decision has to be made because there is a finite number of seats.

SUBJECT: **Indigenous Engagement - Research Update**

PROPONENT(S)/PRESENTER(S)

Michael Hart, AVP (Research) Indigenous Engagement
Rob Thompson, Associate Vice-President (Research)

PURPOSE

To update the General Faculties Council on activities of strategic Indigenous research units and share progress and plans for the development of a UCalgary Indigenous Research Plan.

KEY CONSIDERATIONS

Overview

The foundational document supporting research initiatives continues to be ii' taa'poh'to'p. Key concepts being addressed are parallel paths, ethical space, and transformation. One of the strongest examples of parallel paths is its implementation in One Child Every Child Initiative. Ethical space is being developed as a key concept with training opportunities, particularly through the OCEC Indigenous Accelerator. Institutional transformation in regard to research and scholarships is being done through activities aligned with the implementation of ii' taa'poh'to'p with the Institutional Research and Innovation Plan.

Key Points

1) AVPR Supports
   A. Continued work on aligning ii' taa'poh'to'p with the UCalgary Research and Innovation Plan
   B. CERC Deborah McGregor
   C. Institute for Transdisciplinary Scholarship – facilitating the inclusion of Indigenous perspectives in each pillar
   D. Land Based Research Site at Barrier Lake (Lead by Dr. Jennifer Leason with support from Dr. Tait and Dr. Poitras Pratt)
   E. One Health (to be reinitiated)
   F. Research Data Management Committee, including the development of the Data Sovereignty Committee/Indigenous Data Management Committee (Name to be determined)
   G. Dr. Pam Roach is coordinating the development and implementation of research learning opportunities offered through IRST, OCEC, and OIE.
2) Indigenous Research Support Team
   A. IRST has developed key areas of implementation to enhance and support Indigenous-focused research across the University of Calgary. These areas include, but are not limited to: funding, community engagement, ethics support, Indigenous Data Sovereignty, Indigenous research capacity building and innovation in transdisciplinary research with Indigenous communities.
   B. Learning opportunities continue to be offered (Keeta Gladue)
   C. New hires completed – full team in place

3) One Child Every Child
   A. Learning opportunities on research with Indigenous peoples being developed through the Indigenous Accelerator (Lead by Dr. Jennifer Markides and managed by Dr. Sulyn Bodnaresko)
   B. OCAP training implemented and currently made available to members of OCEC leads
   C. Numerous funding opportunities for Indigenous undergrad and graduate students, post-doctoral fellows and scholars including $100,000 in transdisciplinary training awards, $140,000 summer student opportunities, as well as paid research positions within projects have been made available (supported through Transdisciplinary Training Accelerator and Indigenous Accelerator)
   D. Indigenous Research Circle focused on supporting students to gain experience of working alongside Indigenous community-based researchers is initiated (Dr. Markides)
   E. Indigenous research supports grants to be implemented this term (first priority is early career researchers without tri-council grant conducting research with Indigenous communities or peoples)
   F. Supports to Indigenous Scholars addressing the Indigenous path research, including seeking new members for this path.
   G. Indigenous components of the CFREF EDI action plan.
4) Office of Indigenous Engagement
   A. Development of Institute for Oral Traditions and Languages initiated
   B. Learning opportunities related to research continue (contact Gerald Ratt)
   C. Provost Post-Doc and/or Ph.D. candidate awards implemented
   D. Support of hiring processes that focus on Indigenous scholars continues.
   E. Development of Faculties Circle addressing Indigenous engagement, including a focus on research

BACKGROUND

Significant developments have taken place in the recent year and a half. The focus on work was getting pre-identified initiatives moving forward. With the development of the UCalgary's Research and Innovation Plan we are now working to better coordinate these initiatives with the plan and the Indigenous Strategy and identify areas where further attention is needed.

ROUTING AND PERSONS CONSULTED

Progress	Body	Date	Approval	Recommendation	Discussion	Information
	Research and Scholarship Committee	2025-01-16				X
X	General Faculties Council	2025-02-06				X

NEXT STEPS

This presentation is for updating information.

SUPPORTING MATERIALS

Slides available after presentation.

SUBJECT: Declaration on Research Assessment (DORA) and Research Impact Update

PROPONENT(S)/PRESENTER(S)

Dr. William Ghali, Vice-President (Research)
Dr. Katrina Milaney, Associate Vice-President (Research)
Dr. Stephanie Warner, Manager, Knowledge to Impact, Research Services Office

PURPOSE

The presenters will provide updates on progress toward (1) realizing the research impact goals in the University's *Ahead of Tomorrow* Strategic Plan and Research & Innovation Implementation Plan (2024-2027), and (2) implementing the recommendations of the Declaration on Research Assessment (DORA), which UCalgary signed in January 2021.

KEY CONSIDERATIONS

Overview

In January 2021, the University of Calgary signed the Declaration on Research Assessment (DORA). DORA asks institutions, funding agencies, publishers, organizations that supply metrics, and individual researchers to improve the ways in which the output of research is evaluated. The University of Calgary has agreed to adopt DORA's recommended practices in research assessment, joining major Canadian funders (CIHR, SSHRC, NSERC, CFI, and Genome Canada) and over 3000 other individuals and organizations worldwide. Relevant recommendations for institutions include:

1. Moving beyond traditional journal-based metrics, such as the Journal Impact Factor, as a surrogate measure of the quality of individual research articles to assess an individual scientist's contributions, or in hiring, promotion, or funding decisions.
2. Being explicit about the criteria used to reach hiring, tenure, and promotion decisions, clearly highlighting, especially for early-stage investigators, that the content of a paper is much more important than publication metrics or the identity of the journal in which it was published.
3. For the purposes of research assessment, considering the value and impact of all research outputs (including datasets and software) in addition to research publications, and considering a broad range of impact measures including qualitative indicators of research impact, such as influence on policy and practice.

DORA affirms a university-wide commitment to societal impact, with validation of multiple forms of output from UCalgary research, scholarship, and innovation activities. DORA also emphasizes the university's accountability to rigorous assessment and reporting of impact to parties both internal and external to the University.

DORA has required the University of Calgary to review institutional practices of research assessment, asking not just how we evaluate research now, but how we might deepen our definitions of research excellence and impact in the future. To accomplish this goal, the Vice-President (Research) has made available supports, including dedicated staff

in the Knowledge to Impact unit and two Associate Vice-Presidents (Research), to guide and facilitate best practices in research assessment and research impact assessment.

As part of their agencies' commitment to DORA, the Tri-Agency Presidents recently announced that they will be gradually transitioning to a narrative CV format for funding opportunities, as part of the Tri-Agency Grants Management Solution (TGMS) project. The Tri-Agency CV will provide an opportunity for applicants to communicate the quality and impact of their contributions with more context. To support this transition, the Knowledge to Impact team developed a guide for applicants to write their Most Significant Contributions statement. The team will develop further guidance and capacity-building workshops in collaboration with other teams in the Research Services Office and Libraries and Cultural Resources.

Currently, the Knowledge to Impact team is leading the collaborative development of a University of Calgary research impact framework and menu of indicators. The goal of this project is to enhance understanding of research impact and assist faculty, postdoctoral scholars, students, staff, units and institutes in better demonstrating their impact. This work is proceeding in collaboration with Dr. Kathryn Graham, an international expert in research impact assessment. Dr. Graham joined the University of Calgary in 2024 as Professor, Research Impact Assessment, in the Cumming School of Medicine.

With the Office of the Provost, important changes have been made to the GFC handbook to reflect DORA and research impact, and Faculty guidelines have been updated. While there is general awareness of these principles, further awareness and uptake is required in order to ensure consistent and clear realization of the University's research impact goals.

Key Points

- DORA is one mechanism by which the University of Calgary can value, recognize, and reward the variety of outputs that research and scholarship initiatives produce, and the diverse impacts that UCalgary scholars deliver.
- With the guidance of two Associate Vice-Presidents (Research), the implementation is being led by three expert staff members in the Knowledge to Impact unit in Research Services (Manager, Knowledge to Impact; Consultant, Research Assessment; and Specialist, Research Impact).
- DORA principles have now been integrated into hiring, tenure, and promotion policies guided by the UCalgary GFC Academic Staff Criteria & Processes Handbook (for Renewal, Transfer, Tenure and Promotion, and Merit) last updated July 2024
- Capacity-building activities, such as faculty visits and campus-wide webinars, have built awareness of DORA and initiated conversations that drive incremental change. Feedback from these interventions is also used to increase understanding of the barriers and facilitators to change.
- UCalgary scholars are equipped with knowledge and news through the new University of Calgary DORA website, to support them in their transition. The website includes information on DORA related updates and changes happening internally and at major funding agencies, evolving best practices in the international community, resources on more responsible and inclusive research assessment practices, and addressing barriers to DORA implementation through FAQs. The website was substantively updated in Fall 2024.
- The Tri-Council funding agencies (CIHR, NSERC and SSHRC) have signed DORA and have announced that a transition to a narrative-style CV is forthcoming. The KI team has developed a guide for writing a Most Significant Contributions Statement, a core component of the Tri-Agency CV, and will continue to develop tools and resources.
- Consultation with key parties both internally and externally will continue, to ensure that best practices in research assessment and research impact can be practically incorporated into day-to-day activities.
- UCalgary is still seen as a leader in the research assessment space by many other Canadian universities and funders due to our active commitment to DORA and research impact

BACKGROUND

The DORA initiative is co-led by the Office of the Vice-President (Research) and the Office of the Provost. Day-to-day tasks are carried out by the Knowledge to Impact team (previously known as the Knowledge Engagement team), led by the Manager of Knowledge to Impact, Dr. Stephanie Warner. Dr. Fei Shu, who has deep expertise in scholarly communication and bibliometrics, has taken on the role of Consultant, Research Assessment. There is also a Specialist, Research Impact role that is currently in the recruitment phase. The Knowledge to Impact team has formed strong links with relevant units across the University of Calgary, including individual Faculties, Human Resources, and other units within the Research Services Office.

An advisory Research Impact Assessment Working Group was created in December 2021 by the Vice-President (Research), and was composed of Associate Vice-Presidents Research, Associate Deans Research, faculty members, analysts, research facilitators, and others with an interest in research impact assessment. The Working Group met from December 2021 to January 2023. Expert guidance has been provided by Kathryn Graham, co-founder of the International School on Research Impact Assessment and previously the Executive Director of the Impact Action Lab at Alberta Innovates. Dr. Graham was recently recruited to the University of Calgary as Professor, Research Impact Assessment in the Cumming School of Medicine.

The Knowledge to Impact team delivers presentations and guidance on an on-going basis for specific circumstances to support units and individual faculty members to align practices with DORA recommendations. The team have consulted on the development of Faculty Guidelines, academic hiring practices, award and prize recognition, and merit assessment.

ROUTING AND PERSONS CONSULTED

Progress	Body	Date	Approval	Recommendation	Discussion	Information
	Research and Scholarship Committee	2025-01-16				X
X	General Faculties Council	2025-02-06				X

NEXT STEPS

- Continue to build awareness of DORA and research impact, and address misconceptions, through a variety of engagement and communication methods
- Consultation on research impact framework and menu of indicators that equip UCalgary scholars and units with rigorous methods and indicators that articulate the impact of their work to relevant parties. Develop user guides, workflows, and tools that provide information in a usable, useful format.
- Collaborate with data-focused individuals and teams to increase availability of research impact data
- Identify and highlight research impact champions across diverse pathways to impact; provide examples of robust research impact reports at the individual and unit level
- Continue to support DORA principles on diverse outputs and impact in the activities guided by the UCalgary GFC Academic Staff Criteria & Processes Handbook (for Renewal, Transfer, Tenure and Promotion, and Merit).
- Consultation of key parties both internally and externally with the aim of creating a mechanism/tools that will help committees to consistently apply transparent, inclusive, equitable, and sustainable assessment practices.
- Evaluation: Assessment of the effectiveness of DORA implementation (e.g., tracking the number and nature of awards and recognition received by faculty members that are using non-traditional approaches

or transdisciplinary research; Examining changes in publication patterns; Examining the diversity of research outputs being reported in assessment applications; Examining changes in number of interdisciplinary collaborations).

- For consideration:
  - Do you believe that people understand DORA and are taking it up?
  - What do you think the barriers are, and what is needed to overcome these?
  - What kind of engagement would you like to see going forward?

SUPPORTING MATERIALS

Slides available after presentation.

- Read the Declaration on Research Assessment at sfdora.org/read/
- Visit https://research.ucalgary.ca/research/our-impact/DORA
- DORA Movement in Canada (May 2023) https://sfdora.org/2023/07/03/the-dora-movement-in-canada-working-together-to-advance-assessment-of-research-excellence/
- Message from the Tri-agency Presidents: Granting councils transitioning to a new CV template

SUBJECT: **Approved Revisions to the Academic Planning and Priorities Committee, Teaching and Learning Committee, and Course Feedback Implementation Working Group Terms of Reference**

PURPOSE

The revised Terms of Reference (TOR) of the Academic Planning and Priorities Committee (APPC) and Teaching and Learning Committee (TLC), approved by the General Faculties Council (GFC) Executive Committee (EC) on January 15, 2025, and the revised TOR of the Course Feedback Implementation Working Group (CFIWG), approved by the TLC on January 14, 2025, are presented to the GFC for information.

KEY CONSIDERATIONS

Following the recent changes to the University's administrative structure, the APPC, TLC, and CFIWG's TOR each required an update to one seat. Reference to the Qatar Faculty was proactively removed from the TLC TOR in anticipation of its winddown.

ROUTING AND PERSONS CONSULTED

Progress	Body	Date	Approval	Recommendation	Discussion	Information
	Academic Planning and Priorities Committee	2025-01-13		X		
	Teaching and Learning Committee	2025-01-14	X	X		
	General Faculties Council Executive Committee	2025-01-15	X			
X	General Faculties Council	2025-02-06				X

NEXT STEPS

After the TLC approved the revision to the CFIWG TOR and the EC approved the revisions to the APPC and TLC TOR, the TOR had immediate effect.

SUPPORTING MATERIALS

1. APPC Terms of Reference with tracked changes
2. TLC Terms of Reference with tracked changes
3. CFIWG Terms of Reference with tracked changes

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 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 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 designated academic staff member (ex-officio)
- Executive Director, Office of Institutional CommitmentsVice-Provost (Equity, Diversity and Inclusion) or designated academic staff member (ex-officio)

Non-Voting Members

- Deputy Provost (ex-officio) or 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, 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. Review and provide input into proposals for the establishment, oversight, evaluation of, or material changes to, academic programs and units, including processes for program review and approval, as well as 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 or termination of, or major changes to, degree programs;

II. the creation or termination of, or major changes to, joint, dual or collaborative delivery of degrees, certificates or diplomas with other institutions;

III. the creation or termination of and major changes to credit certificate and diploma programs;

IV. the creation of or major changes to non-credit professional and continuing education certificate and diploma programs;

V. changes to undergraduate and graduate courses (e.g., hours, title, and content);

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 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 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;

   III. the creation of or major changes to non-credit professional and continuing education certificate and diploma 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 Academic Calendar; and

   VIII. new, and changes to existing, academic regulations pertaining to undergraduate and graduate programs.

As at January~~May~~ 15, 202~~4~~5

3

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)
- Executive Director, Office of Institutional Commitments~~Vice-Provost (Equity, Diversity and Inclusion)~~ or, ~~in the Vice-Provost's sole discretion,~~ designated~~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);

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

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

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 January 15, 2025May 15, 2024

General Faculties Council Teaching and Learning Committee
Course Feedback Implementation Working Group
Terms of Reference

1. ESTABLISHMENT

The General Faculties Council (**GFC**) Teaching and Learning Committee (**TLC**) is the 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. Specifically, the TLC is responsible for promoting research on the effectiveness and evaluation of teaching and learning and developing and recommending methods of assessing the quality of all teaching activities.

One facet of understanding teaching quality, innovation and student experience is through feedback provided by students on their course experiences. The USRI questionnaire is the current institutional course survey used at the University of Calgary to collect student feedback in academic courses. A recent review of the USRI has resulted in the 2022 USRI Working Group Recommendation Report (**the USRI Report**), which advises on an overhaul of the USRI questionnaire and review of the guidelines that govern the administration, and reporting of USRI.

To assist the TLC in supporting the actioning of the recommendations articulated in the USRI Report effectively and productively, the TLC hereby establishes a working group called the Course Feedback Implementation Working Group (the **Working Group**) under these Terms of Reference, and delegates to the Working Group the responsibilities set out herein.

2. MEMBERSHIP

Diversity of Membership: The TLC strives to achieve diverse membership that is reflective of our commitment to diversity and inclusion, and this should be considered in the appointment of Working Group members.

Administrative Co-Chair
Vice Provost Teaching and Learning (VPTL) (ex officio)

Academic Co-Chair
One academic staff member appointed by the VPTL (from the Working Group)

Working Group Members
Four academic staff members appointed by the TLC that can speak to course feedback needs including:
- Courses that are offered in online and hybrid modalities
- Multi-section and multi-instructor courses
- Courses that include teaching and learning in clinical and/or lab or simulation settings
- Courses that are designed for immersive experiential learning such as capstone courses, field/study abroad courses, research-project courses

Two Student representatives named by the Students' Union
One Student representative named by the Graduate Students' Association to advise on feedback in graduate courses
One Student representative named by the Graduate Students' Association to advise on the development of a feedback tool for Graduate Teaching Assistants
One representative named by the Office of Institutional Analysis (OIA)

One academic staff representative named by the Taylor Institute for Teaching and Learning
One academic staff representative named by the ~~Office of Equity, Diversity, and Inclusion~~Office of Institutional Commitments
One academic staff representative named by the Office of Indigenous Engagement
One academic staff representative named by the Faculty Association

Up to two additional academic staff appointments by the TLC can be made to help ensure the Working Group composition reflects the University's commitment to Equity, Diversity, and Inclusion.

The Co-Chair and Academic Co-Chair may, when it is determined helpful to the work of the Working Group, invite resource persons to attend and participate in meetings.

Appointments are normally for a term of two years, with eligibility for re-appointment for additional terms. Student appointments are normally one year, with eligibility for re-appointment for additional terms.

When appointing to the Working Group, the TLC will make reasonable attempts to keep the membership representative of the University community.

3.   ROLE

The Working Group serves as an advisory group to the TLC with respect to the actioning of the recommendations in the USRI Report. All decisions will be made through governance procedures. Any recommended changes to the USRI administration, governance, reports or questions will be brought through the appropriate governance committees for approval.

4.   RESPONSIBILITIES

The Working Group is responsible for:

A. Developing priorities and timelines for implementing the recommendations in the USRI Report that are under the purview of GFC.
B. Developing and implementing consultation processes across the campus community to ensure recommendations are informed by stakeholder groups.
C. Reviewing and proposing changes to the current GFC guidelines that govern the USRI administration based on the recommendations in the USRI Report, including:
      i.   expectations,
     ii.   form of the instrument,
    iii.   reporting,
     iv.   access to USRI data,
      v.   guidelines for instructors,
     vi.   other use of the data, and
    vii.   archiving of USRI
D. Developing principles for new questions for a new course feedback tool.
E. Suggesting new institutional-wide questions for a new course feedback tool.
F. Supporting recommended changes through GFC governance committees related to the recommendations within the USRI Report for feedback and approval.

5.   OPERATIONS

The Working Group will meet in accordance with a schedule agreed to by the Administrative Co-Chair and Academic Co-Chair. Additional meetings may be called by the Co-Chairs as necessary to deal with business. Meeting items will be determined by the Co-Chairs or by resolution of the membership of the Working Group.

- The co-chairs preside at meetings of the Working Group, lead the Working Group in all aspects of its work, and are responsible to effectively manage the affairs of the Working Group and to ensure that the Working Group is properly organized, functions effectively, and meets its obligations and responsibilities.

- The Working Group will keep the TLC informed of the progress of its work at regular intervals.

- Other than as set out in these Terms of Reference, the Working Group shall establish its own operating procedures.

6.   RESPONSIBILITIES OF THE CO-CHAIRS

In addition to the responsibilities outlined in these Terms of Reference, the Co-Chairs shall generally provide leadership to enhance the effectiveness of the Working Group, act as spokespersons for the Working Group, act as the liaison between the Working Group and the GFC and generally oversee the Working Group activities. The Co-Chairs shall report at least bi-annually to the TLC and GFC regarding progress on actioning of the recommendations, until such a time the actions have been completed.

7.   OTHER MATTERS

Other than as set out in these Terms of Reference, the Working Group shall establish its own operating procedures.

January 14, 2025May 17, 2022

SUBJECT: **Approved Revisions to the Schulich School of Engineering Faculty Council Terms of Reference**

PURPOSE

The revised Terms of Reference (TOR) of the Schulich School of Engineering (SSE) Faculty Council (EFC), recommended by the EFC on December 11, 2024, and approved by the General Faculties Council (GFC) Executive Committee (EC) on January 15, 2025, are presented to the GFC for information.

KEY CONSIDERATIONS

The revisions to the TOR for the EFC:

a)   include one Students' Union (SU) representative among the three undergraduate student members;

b)   formalize that the graduate student member is the President of the SSE Graduate Student Council, as per current practice; and

c)   clarify that most appointed members are appointed by the Schulich School of Engineering Striking Committee (Dean's Executive Committee, DEC).

In addition, the revisions include minor changes to the wording of the TOR based on updates to the University-wide template for Faculty Council TOR and the details on the appointment process for appointed members have been incorporated directly in the 'Voting Members' section rather than in footnotes.

BACKGROUND

The previous TOR included three undergraduate student representatives, which includes the Engineering Student Society President (ex-officio) and two additional representatives appointed on the recommendation of the Associate Dean (Student Affairs). In practice, one of the elected SU representatives for Engineering has often served in one of the appointed positions. The SU representatives requested that this practice be formalized.

Similarly, the previous TOR included one appointed graduate student representative. Recent practice has been to appoint the President of the SSE Graduate Student Council to this position. This practice is formalized in the revised TOR for consistency with the undergraduate representation.

ROUTING AND PERSONS CONSULTED

Progress	Body	Date	Approval	Recommendation	Discussion	Information
	SSE Dean's Executive Committee	2024-09-17			X	
	SSE Faculty Council	2024-10-17			X	
	SSE Faculty Council	2024-12-11		X		
	General Faculties Council Executive Committee	2025-01-15	X			
X	General Faculties Council	2025-02-06				X

NEXT STEPS

After the EC approved the revisions to the Faculty Council TOR, the TOR had immediate effect.

SUPPORTING MATERIALS

1. Approved Schulich School of Engineering Faculty Council Terms of Reference – with tracked changes
2. Approved Schulich School of Engineering Faculty Council Terms of Reference – clean copy

Schulich School of Engineering Faculty Council Terms of Reference

1. **ESTABLISHMENT**

The Schulich School of Engineering Faculty Council (**Council**) 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 Schulich School of Engineering (the **Faculty**) (ex-officio, voting).

Vice Chair

Vice-Dean of the Schulich School of Engineering (ex-officio, 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 Schulich School of Engineering (ex-officio)
- a representative of **Association of Professional Engineers and Geoscientists of Alberta, (APEGA)** appointed by the Schulich School of Engineering Striking committee on the recommendation of Association of Professional Engineering and Geoscientists of Alberta (APEGA)(appointed)ⁱ
- the President of the Engineering Students' Society of the Schulich School of Engineering (ex-officio)
- one of the Students' Union (SU) Faculty Representatives for Engineering appointed by the SU

- two (2)one Schulich School of Engineering undergraduate student representatives appointed by the Schulich School of Engineering Striking Committee on the recommendation of the Associate Dean (Student Affairs)(appointed)ⁱⁱ
- a the President of the Schulich School of Engineering Ggraduate Sstudents' Council representative (appointedex-officio)ⁱⁱⁱ
- an alumnus of the Schulich School of Engineering appointed by the Faculty Striking Committee on the recommendation of the University of Calgary Alumni Association(appointed)ⁱᵛ

2.1   Member Terms

Appointed members may be appointed for a term of up to 1 one year, with eligibility for re-appointment for an additional terms of up to a cumulative maximum of two consecutive years. 1 year. 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 2 two 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.

2.2   Casual Vacancies

Appointed members will advise the Chair 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.

2.3   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
- Review the meeting package prior to the meeting
- ~~Come to meetings prepared to e~~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 in the best interest of the Faculty

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 set out in the PSLA or 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

6.1   Schedule

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

6.2   Notice

Members will be provided with a ~~calendar~~ schedule of meeting dates for regularly scheduled meetings ~~at least 2 months~~ in advance of each Meeting Year ~~(end of June), which calendar 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~~ schedule will be provided at least two days in advance of the meeting date. Meeting details will be communicated to members by the Chair as soon as they are available before each meeting.

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

6.3   Meeting Agendas

Meeting agendas will be formulated by the Chair and reviewed and approved in accordance with the Council'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 at least eight ~~business~~ 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.

6.4   Materials

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

of a scheduled meeting.

6.5 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 ~~fifteen (~~15~~)~~ minutes of the time fixed for the commencement of the meeting, the meeting will be canceled.

6.6 Quorum

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

If quorum for a Council meeting is not present within ~~ten (10)~~15 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~~ 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~~their 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.

6.7 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~~their 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 look to Roberts Rules of Order ~~or Nathan's Company Meetings~~ for guidance on the conduct of meetings; however, ~~none of these sources~~ this shall not 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.

6.8 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 Chair. 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.

6.9 Voting at Meetings

Only Council voting 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. Abstentions do not count in favour of or against the motion.

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.

6.10 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 Chair.

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

- Resolutions will be sent to members, or members will be notified of an electronic poll, via the facsimile, e-mail address, or telephone number on file with the Chair; ~~Resolutions will be circulated to members by electronic mail at the e-mail address on file with the Chair or by electronic poll~~

- The resolution will expire in the time set in the message; however, the Chair may extend the deadline once by up to a maximum of seven days;

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- An affirmative vote of a majority of members who are eligible to vote is required to pass a written resolution made via electronic mail or electronic poll;

- The Chair 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; and

- If the resolution does not receive the required votes by the deadline (as extended, if applicable), it does not pass.

6.11 Open and Closed Meetings

The Council may hold open and closed meetings or sessions of the Council in compliance with the Freedom of Information and Protection of Privacy Act (FOIP) and all other applicable laws. Accordingly, materials related to an open meeting or session of a Council meeting may be available to the public through the Chair upon request and subject to the discretion of the Chair.

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 the Scribe (person responsible for recording meeting minutes) 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 Scribe is excused by the Chair from a closed session, the Chair will appoint one of the members present to record any discussions, decisions and actions of the Council pertaining to Council business done in closed session. The appointed member will provide a signed record to the Scribe for the official records.

6.12 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.

6.13 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 Chair and shall be

available for inspection in the Chair's office (~~located in the~~ Dean's Office) by any member of the Council at any time during regular office hours upon reasonable advance notice to the Chair.

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.

6.14   Certification of Records

The Chair 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~~ 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 Chair, that person shall make and deliver to the Chair an executed copy of the certificate as soon as reasonably possible.

7.   COMMITTEES

7.1   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.~~

7.2   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. Parameters on delegation can be found in Section 5. Powers of these Terms of Reference.

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 terms of reference and 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~~their 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. **SPOKESPERSON**

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

12. **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. ~~The~~ An Engineering Faculty Council member who is elected to GFC shall report the activities and decisions of the GFC back to the Engineering Faculty Council~~,~~; this will be added to the agenda as a standing item.

13. **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. **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. **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~~ electronically ~~mail~~ or by facsimile or sent by ordinary mail within Canada to the last address listed in the records of the Chair. 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. **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. **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. **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: TBD

[i] This member would be appointed by the Schulich School of Engineering Striking committee on the recommendation of Association of Professional Engineering and Geoscientists of Alberta (APEGA).
[ii] These members would be appointed by the Engineering Undergraduate Studies Committee (EUSC) on the recommendation of the Associate Dean (Student Affairs).
[iii] These members would be appointed by the Post Graduate Studies Committee (PGSC) on the recommendation of the chair of the Post Graduate Studies Committee (PGSC).
[iv] This member would be appointed by the Schulich School of Engineering Striking committee on the recommendation of the University of Calgary Alumni Association.

Schulich School of Engineering Faculty Council Terms of Reference

1. **ESTABLISHMENT**

The Schulich School of Engineering Faculty Council (**Council**) 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 Schulich School of Engineering (the **Faculty**) (ex-officio, voting).

Vice Chair

Vice-Dean of the Schulich School of Engineering (ex-officio, 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 Schulich School of Engineering (ex-officio)
- a representative of **Association of Professional Engineers and Geoscientists of Alberta, (APEGA)** appointed by the Schulich School of Engineering Striking committee on the recommendation of Association of Professional Engineering and Geoscientists of Alberta (APEGA)
- the President of the Engineering Students' Society of the Schulich School of Engineering (ex-officio)
- one of the Students' Union (SU) Faculty Representatives for Engineering appointed by the SU
- one Schulich School of Engineering undergraduate student representative appointed by the Schulich School of Engineering Striking Committee on the recommendation of the Associate Dean (Student Affairs)
- the President of the Schulich School of Engineering Graduate Students' Council (ex-officio)
- an alumnus of the Schulich School of Engineering appointed by the Faculty Striking Committee on the recommendation of the University of Calgary Alumni Association

2.1   Member Terms

Appointed members may be appointed for a term of up to one year, with eligibility for re-appointment for additional terms up to a cumulative maximum of two 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 two consecutive years will be eligible for appointment to the Council after a minimum of two years has elapsed since the expiration of their last term.

2.2   Casual Vacancies

Appointed members will advise the Chair 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.

<u>2.3   Responsibilities of Members</u>

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
- Review the meeting package prior to the meeting
- 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 in the best interest of the Faculty

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 set out in the PSLA or 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

6.1 Schedule

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

6.2 Notice

Members will be provided with a schedule of meeting dates for regularly scheduled meetings in advance of each Meeting Year. Except in the case of an emergency meeting, notice of meetings that do not appear in the schedule will be provided at least two days in advance of the meeting date. Meeting details will be communicated to members by the Chair as soon as they are available before each meeting.

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

6.3 Meeting Agendas

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

6.4 Materials

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

6.5 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.

6.6   Quorum

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

If quorum for a Council meeting is not present within 15 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 their 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.

6.7   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 their 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 look to Roberts Rules of Order for guidance on the conduct of meetings; however, this shall not 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 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.

6.8   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 Chair. 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.

6.9   Voting at Meetings

Only Council voting 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. Abstentions do not count in favour of or against the motion.

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.

6.10   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 Chair.

The procedures for approval of resolutions conducted electronically are as follows:
- Resolutions will be sent to members, or members will be notified of an electronic poll, via the facsimile, e-mail address, or telephone number on file with the Chair;
- The resolution will expire in the time set in the message; however, the Chair 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 written resolution;
- The Chair 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; and

- If the resolution does not receive the required votes by the deadline (as extended, if applicable), it does not pass.

6.11   Open and Closed Meetings

The Council may hold open and closed meetings or sessions of the Council in compliance with the Freedom of Information and Protection of Privacy Act (FOIP) and all other applicable laws. Accordingly, materials related to an open meeting or session of a Council meeting may be available to the public through the Chair upon request and subject to the discretion of the Chair.

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 the Scribe (person responsible for recording meeting minutes) 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 Scribe is excused by the Chair from a closed session, the Chair will appoint one of the members present to record any discussions, decisions and actions of the Council pertaining to Council business done in closed session. The appointed member will provide a signed record to the Scribe for the official records.

6.12   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.

6.13   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 Chair and shall be available for inspection in the Chair's office (Dean's Office) by any member of the Council at any time during regular office hours upon reasonable advance notice to the Chair.

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.

6.14   Certification of Records

The Chair 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 Chair, that person shall make and deliver to the Chair an executed copy of the certificate as soon as reasonably possible.

7.   COMMITTEES

7.1   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.

7.2   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. Parameters on delegation can be found in Section 5. Powers of these Terms of Reference.

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 terms of reference and membership of any working group shall be determined by the Chair, taking into consideration any recommendations 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 their 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. SPOKESPERSON

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

12. 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. An Engineering Faculty Council member who is elected to GFC shall report the activities and decisions of the GFC back to the Engineering Faculty Council; this will be added to the agenda as a standing item.

13. 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. 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. 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 electronically or by facsimile or sent by ordinary mail within Canada to the last address listed in the records of the Chair. 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. 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.

17. **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. **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: 2025-01-15

SUBJECT: Approved Revisions to the Faculty of Nursing Faculty Council Terms of Reference

PURPOSE

The revised Terms of Reference (TOR) of the Faculty of Nursing Faculty Council, recommended by the Faculty Council on December 17, 2024, and further revised and approved by the General Faculties Council (GFC) Executive Committee (EC) on January 15, 2025, are presented to the GFC for information.

KEY CONSIDERATIONS

The approved revisions to the TOR include:

- Changes to align with the new Faculty Council TOR template provided by the University Secretariat office.

- Shifting the Students' Union Faculty Representative for Nursing from being an invited guest to being a voting member of the Faculty Council. This revision was raised, agreed to, at the January 15, 2025 EC meeting.

BACKGROUND

In September 2024, the University Secretariat office updated the template for Faculty Council TOR and requested that Faculties amend their documents to follow the new template.

ROUTING AND PERSONS CONSULTED

Progress	Body	Date	Approval	Recommendation	Discussion	Information
	Nursing Faculty Council	2024-12-17		X		
	General Faculties Council Executive Committee	2025-01-15	X			
X	General Faculties Council	2025-02-06				X

NEXT STEPS

After the EC approved the revisions to the Faculty Council TOR, the TOR had immediate effect.

SUPPORTING MATERIALS

1. Approved Faculty of Nursing Faculty Council Terms of Reference – with tracked changes
2. Approved Faculty of Nursing Faculty Council Terms of Reference – clean copy

Faculty of Nursing
Faculty Council Terms of Reference

1.   ESTABLISHMENT

The Nursing Faculty Council (**Council**) 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 (or, in the absence or inability to act of the Dean, the Acting Dean) of the Faculty of Nursing (the Faculty) (ex-officio, voting in the case of a tie).

Voting Members

- the President of the University of Calgary (**University**) or their delegate (ex-officio)

- all full-time and part-time members of the academic staff of the Faculty (tenured, tenure-track, and limited term appointees) of the Faculty of Nursing[1] (ex-officio)

- a representative of the College and Association of Registered Nurses of Alberta appointed by the Dean

- the President of the Undergraduate Nursing Society (or designate)

- the President of the Graduate Nursing Society (or designate)

- Elected Faculty of Nursing representative of the University of Calgary Students' Union

2.1 Member Terms

Appointed members may be appointed for a term of up to three (3) years, with eligibility for re-appointment for an additional term of up to three (3) 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 (6) 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

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.

2.3 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
- Review the meeting package prior to the meeting
- ~~Come to meetings prepared to engage~~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 in the best interest of the faculty

~~Secretary~~
~~The secretary to the Council will be designated by the Dean.~~

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 set out in the PLSA or 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~~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

6.1 Schedule

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

6.2 Notice

Members will be provided with a ~~calendar~~ schedule of meeting dates for regularly scheduled meetings at ~~least 2 months in advance of~~ in advance of each Meeting Year~~., which calendar 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~~ schedule 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.

6.3 Meeting Agendas

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

6.4 Materials

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

6.5 Absence of Chair

In the event that the Chair (i.e. Dean or Acting Dean) is unable to attend a specific meeting of the Council, the Chair, in his or her sole discretion, may either designate a voting member to chair the meeting, or may cancel the meeting.

If neither the Chair nor the designated chair is present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the meeting will be canceled.

6.6 Quorum

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

If quorum for a Council meeting is not present within15 ~~ten (10)~~ minutes of the time fixed for the commencement of the meeting, the Chair 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, in ~~his or her~~their 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.

6.7 Conduct of Meetings

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

The Chair or designate, 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.

6.8 Electronic Participation

~~When attendance is not feasible, and in the event that the Chair has decided to permit teleconference or other available communication media, a~~In the even that a Council is held by means of telephonic, electronic or other communication facility, members may participate in the meeting by means of the telephonic, electronic or other communication made available ty 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.

6.9 Voting at Meetings

Only Council voting 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. Abstentions do not count in favour or against the motion.

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 for representation to other committees external to the Faculty of Nursing 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 Acting Dean where the Chair is in a conflict of interest) will cast a vote to break the tie.

6.10 Resolutions in Writing

Resolutions in writing are only suitable for straightforward motions or where it is not feasible orfeasible 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 conducted electronically via electronic mail or electronic poll are as follows:

- Resolutions will be sent to members, or members will be notified of an electronic poll, via the facsimile, email address, or telephone number on file with theResolutions 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 w r i t t e n 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; and

- If the resolution does not receive the required votes by the deadline (as extended, if applicable), it does not pass.

6.11 Open and Closed Meetings

The Council may hold open and closed meetings or sessions of the Council in compliance with the Freedom of Information and Protection of Privacy Act (FOIP) and all other applicable laws. Accordingly, materials related to an open meeting or session of a Council meeting may be available to the public through the Secretary upon request, and subject to the discretion of the Secretary, or the direction of the Chair.

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 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.

6.12 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. Invited guests may include:
- Faculty of Nursing academic staff holding sessional appointments
- Faculty of Nursing Adjunct Faculty
- Elected Faculty of Nursing representative of the University of Calgary Students' Union
- Elected Faculty of Nursing representative of the University of Calgary Graduate Students' Association
- Management & Professional Staff (Nursing HR Coordinator, Manager Undergraduate Programs, Research Grants Coordinator, Manager Strategic Initiatives and Operation, Manager of Communications, Director of Development)
- Administrative staff (Clinical Placement Coordinator; Graduate Program Administrator)
- Faculty of Nursing Alumni President or designate
- The Dean of UCQ (or designate)
- Medicine Hat College Nursing Program Coordinator (or designate)
- Alberta Health Services Professional Practice representative
- Senate Office Nursing Liaison
- Nursing Resource Librarian

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.

6.13 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.

6.14 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

7.1 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.~~

7.2 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. Parameters on delegatioin can be found in Section 5. Powers of these Terms of Reference.

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 terms of reference and 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 hertheir 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 Acting Dean 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. SPOKESPERSON

The Chair, or in his or hertheir absence or inability to act, the Acting Dean, is the only person authorized to speak for the Council.

12. 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. COUNCIL ASSESSMENT

The Council shall carry out an annual 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. 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.   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~~ electronically ~~mail~~ or by 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.   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.   GENERAL

17.1 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.

17.2 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.

17.3 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.   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, 2015~~DATE

Faculty of Nursing
Faculty Council Terms of Reference

1. ESTABLISHMENT

The Nursing Faculty Council (**Council**) 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 (or, in the absence or inability to act of the Dean, the Acting Dean) of the Faculty of Nursing (the **Faculty**) (ex-officio, voting in the case of a tie).

Voting Members

- the President of the University of Calgary (**University**) or their delegate (ex-officio)

- all full-time and part-time members of the academic staff of the Faculty (tenured, tenure-track, and limited term appointees) of the Faculty of Nursing[1] (ex-officio)

- a representative of the College and Association of Registered Nurses of Alberta appointed by the Dean

- the President of the Undergraduate Nursing Society (or designate)

- the President of the Graduate Nursing Society (or designate)

- the elected Faculty of Nursing representative of the University of Calgary Students' Union

2.1 Member Terms

Appointed members may be appointed for a term of up to three years, with eligibility for re-appointment for an additional term of up to three 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 consecutive years will be eligible for appointment to the Committee after a minimum of two years has elapsed since the expiration of their last term.

2.2 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.

<u>2.3 Responsibilities of Members</u>

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
- Review the meeting package prior to the meeting
- 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 in the best interest of the faculty

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 set out in the PLSA or 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

6.1 Schedule

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

6.2 Notice

Members will be provided with a schedule of meeting dates for regularly scheduled meetings at in advance of each Meeting Year. Except in the case of an emergency meeting, notice of meetings that do not appear in the schedule 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.

6.3 Meeting Agendas

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

6.4 Materials

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

6.5 Absence of Chair

In the event that the Chair (i.e. Dean or Acting Dean) is unable to attend a specific meeting of the Council, the Chair, in his or her sole discretion, may either designate a voting member to chair the meeting, or may cancel the meeting.

If neither the Chair nor the designated chair is present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the meeting will be canceled.

6.6 Quorum

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

If quorum for a Council meeting is not present within 15 minutes of the time fixed for the commencement of the meeting, the Chair 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, in their 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.

6.7 Conduct of Meetings

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

The Chair or designate, 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 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 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.

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In the even that a Council is held by means of telephonic, electronic or other communication facility, members may participate in the meeting by means of the telephonic, electronic or other communication made available ty 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.

6.9 Voting at Meetings

Only Council voting 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. Abstentions do not count in favour or against the motion.

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 Acting Dean where the Chair is in a conflict of interest) will cast a vote to break the tie.

6.10 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 conducted electronically are as follows:
- Resolutions will be sent to members, or members will be notified of an electronic poll, via the facsimile, email address, or telephone number on file with the Secretary ;

- 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 written resolution;

- 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; and

- If the resolution does not receive the required votes by the deadline (as extended, if applicable), it does not pass.

6.11 Open and Closed Meetings

The Council may hold open and closed meetings or sessions of the Council in compliance with the Freedom of Information and Protection of Privacy Act (FOIP) and all other applicable laws. Accordingly, materials related to an open meeting or session of a Council meeting may be available to the public through the Secretary upon request, and subject to the discretion of the Secretary, or the direction of the Chair.

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 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.

6.12 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. Invited guests may include:
- Faculty of Nursing academic staff holding sessional appointments
- Faculty of Nursing Adjunct Faculty
- Elected Faculty of Nursing representative of the University of Calgary Graduate Students' Association
- Management & Professional Staff (Nursing HR Coordinator, Manager Undergraduate Programs, Research Grants Coordinator, Manager Strategic Initiatives and Operation, Manager of Communications, Director of Development)
- Administrative staff (Clinical Placement Coordinator; Graduate Program Administrator)
- Faculty of Nursing Alumni President or designate
- The Dean of UCQ (or designate)
- Medicine Hat College Nursing Program Coordinator (or designate)
- Alberta Health Services Professional Practice representative
- Senate Office Nursing Liaison
- Nursing Resource Librarian

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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.

6.14 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

7.1 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.

7.2 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. Parameters on delegation can be found in Section 5. Powers of these Terms of Reference.

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 terms of reference and membership of

any working group shall be determined by the Chair, taking into consideration any recommendations 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 their 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 Acting Dean 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. SPOKESPERSON

The Chair, or in their absence or inability to act, the Acting Dean, is the only person authorized to speak for the Council.

12. 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. COUNCIL ASSESSMENT

The Council shall carry out an annual 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. 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. 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 electronically or by 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. 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.

17. GENERAL

17.1 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.

17.2 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.

17.3 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. 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: January 15, 2025

GENERAL FACULTIES COUNCIL EXECUTIVE COMMITTEE
Report to General Faculties Council
for the meeting held January 15, 2025

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

Approval of Revisions to the Schulich School of Engineering Faculty Council Terms of Reference

The EC heard that the revisions to the Schulich School of Engineering's Faculty Council Terms of Reference (TOR) include having one of the Students' Union (SU) Faculty Representatives for Engineering in the membership and updating the language.

During discussion, it was agreed that the SU should appoint the Faculty Representative for Engineering without proceeding through the Schulich School of Engineering Striking Committee.

The EC voted to approve the revisions to the Schulich School of Engineering Faculty Council TOR, with the requested amendment.

Approval of Revisions to the Faculty of Nursing Faculty Council Terms of Reference

The EC heard that the revisions to the Faculty of Nursing's Faculty Council Terms of Reference (TOR) update the language to the new template.

During discussion, it was agreed that the SU Faculty Representative for Nursing should be shifted from being an invited guest to being a voting member of the Faculty Council. A typographical error in the document was also identified for correction.

The EC voted to approve the revisions to the Schulich School of Engineering Faculty Council TOR, with the requested amendments.

Approval of Revisions to the Academic Planning and Priorities Committee (APPC) and Teaching and Learning Committee (TLC) Terms of Reference

The EC heard that the revisions to the APPC and TLC TOR include:

- Language in both the APPC and TLC TOR is being updated to reflect the recent structural changes at the University; and

- Reference to the Qatar Faculty is being proactively removed from the TLC TOR in anticipation of its winddown this year.

The EC voted to approve the revisions to the TOR for the Academic Planning and Priorities Committee and the Teaching and Learning Committee, effective immediately.

Recommendation of the Dissolution of the University of Calgary in Qatar (the Qatar Faculty)

The EC heard that the State of Qatar has achieved capacity to deliver its own Nursing programs and so it is now time to close the University's Qatar Faculty. The agreement with the State of Qatar to deliver Nursing programs in Qatar was extended until August 31, 2025 to allow for admitted students to complete their degrees in May and for wrap-up to occur, and the agreement will not be renewed.

In response to a question, it was reported that some faculty and staff will return to Calgary, some will remain in Qatar, and some will go elsewhere. The University is assisting with these transitions.

The EC voted to recommend that the GFC recommend that the Board of Governors approve the dissolution of the University of Calgary in Qatar (UCQ), effective August 31, 2025.

Recommendation of the Establishment of the 2025-2026 GFC Elected Membership Distribution

The EC heard that, in anticipation of the upcoming closure of the Qatar Faculty, the Qatar Faculty was not included in the 2025-2026 GFC elected membership distribution calculation done by the Office of Institutional Analysis. The calculation results in the Schulich School of Engineering gaining one academic staff member seat. The EC was reminded that this calculation is done annually and is done early in the year in order to allow time for Faculties to conduct their elections before new members start July 1.

In response to a question, it was explained that the distribution of elected academic staff member seats on GFC is proportional to the Faculty populations.

The EC 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, as set out on the document provided to the Committee.

Appointment of an Academic Staff Member to the Academic Staff Criteria and Processes Handbook Working Group

The EC named, in rank order, academic staff members to be approached by the University Secretariat to serve on the Academic Staff Criteria and Processes Handbook Working Group.

Secretary's Note: Following the meeting, Jacob Lamb, Schulich School of Engineering, was appointed.

Review of the Draft February 6, 2025 GFC Agenda

The EC reviewed the draft February 6, 2025 GFC agenda, hearing that the meeting will be held in the new meeting space, BI 587, if the renovation is complete.

Prepared by the University Secretariat on behalf of Ed McCauley, Chair, and Sandra Davidson, Vice-Chair

Academic Planning and Priorities Committee
Report to the General Faculties Council
For the meeting held on December 9, 2024

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

Approval of Revisions to Graduate Regulations Section G.A.2 *Application for Graduate Admission*

The Committee reviewed the proposed revisions to Graduate Regulations Section G.A.2 *Application for Graduate Admission* regarding transcript requirements for admission to graduate programs. The Committee heard that the revised regulations require unofficial transcripts with application for admission, and official transcripts are required to finalize an offer of admission.

The Committee learned that this practice has been in place since the Covid-19 pandemic, when most graduate programs started making offers of admission based on unofficial transcripts due to pandemic-related challenges with accessing official transcripts. Graduate programs can still choose to require official transcripts at the time of application.

The Faculty of Graduate Studies (FGS) has decided to formalize this practice because official transcripts can be costly and difficult for applicants to obtain, and discrepancies between unofficial and official transcripts are rare. The Committee requested an amendment to add language explaining what will happen if the student does not provide the official transcripts as required in the offer of admission, to align with the corresponding regulations for undergraduate admissions.

With this amendment, the APPC approved the revisions to Graduate Regulations Section G.A.2 *Application for Graduate Admission*, effective for the 2025-2026 Calendar.

Approval of Revisions to Graduate Regulations Section G.D.6 *Graduate Time Limits*

The Committee reviewed proposed revisions to Graduate Regulations Section G.D.6 *Graduate Time Limits* which provide time limits for laddered and stackable graduate credentials. Specifically, these revisions set a limit of five years as the allowable break between successive credentials in a laddered pathway. The Committee heard that five years would be the FGS default, but graduate programs can choose to set either a longer or shorter time limit.

The Committee requested an amendment to revise the wording of G.D.6.1 *Faculty of Graduate Studies' Time Limits* such that the information is organized by credential type and the expected program completion time is explicitly provided alongside the maximum program completion time.

With this amendment, the APPC approved the revisions to Graduate Regulations Section G.D.6 *Graduate Time Limits*, effective for the 2025-2026 Calendar.

Approval of Revisions to Undergraduate Admission Regulations

The Committee reviewed proposed revisions to the undergraduate admission regulations, which included:

- Expansion of the Rural Community and Indigenous Community admission routes in the Faculty of Nursing to new First Nations and communities, starting with Bonnyville and Tsuut'ina Nation in Fall 2025;

- Creation of an Indigenous Pathway Program (IPP) in the Faculty of Kinesiology for the Bachelor of Science (BSc) in Kinesiology and Bachelor of Kinesiology (BKin);

- Updating language regarding documentation of Indigenous citizenship/membership as per the recommendations of the Pilot Committee on Indigenous Membership/Citizenship; and

- Opening Biological Sciences programs to transfer students with less than 30 units of post-secondary coursework to align with them being opened to direct entry from high school.

The Committee heard that the purpose of supplementary essays for admission through the Faculty of Nursing's Rural Community Route program is to ensure applicants are aware that the intention of the program is for students to learn in the community and then stay in the community to practice. The essays are not part of a competitive admissions process. The Committee learned that for some of the Faculty of Nursing's Indigenous Community Route programs, applicants are required to be members of that specific First Nation, as the band will be paying their tuition.

The Committee's discussion included concerns regarding the Faculty of Nursing's Indigenous Community Route residence requirement, which states that "Applicants must be residents of Alberta and reside within the geographical region identified for each community at the time of application and for the duration of the program". Different scenarios were considered that could inadvertently exclude potential applicants. The potential for contradictions in the definition of the geographical region for a given Indigenous community or Nation was noted.

The Committee directed that the proponents work with Dr. Michael Hart, Vice-Provost (Indigenous Engagement) and the Office of Indigenous Engagement to address the concerns regarding the residency requirements for the Faculty of Nursing Indigenous Community Route and revise the Calendar language accordingly. The Committee delegated final approval of the Calendar language to Dr. Hart.

The APPC approved the revisions to the undergraduate admission regulations effective immediately for Fall 2025 admissions and the 2024-2025 Calendar, contingent upon the completion of the above amendments.

Approval of Lottery-based Admission for Undergraduate Programs in Nursing

The Committee reviewed the proposal for lottery-based admission to undergraduate programs in the Faculty of Nursing. The Committee learned that this proposal was developed over the past four years in response to findings that over 50% of nurses leave the profession within the first two years of entering professional practice. Nursing programs across Canada are over-subscribed and have highly competitive admission averages, but approximately half of all students currently enrolled in nursing programs are aiming to enter medical school.

The Committee heard that the benefits of a lottery-based admission process include dissuading students from using nursing as a stopover to medicine, increased transparency in the admissions process, and discouraging hyper-focus on grades. It was noted that this proposal aligns with strategies #1 (increasing access to education), #2 (tackling society's challenges through innovation), and #4 (simpler, clearer processes) of the *Ahead of Tomorrow* institutional strategic plan.

The Committee heard that the cut-off average for entering the lottery is expected to be in the range of 82-85%. This is based on historical data that indicate students who have high school averages of 82% and higher are successful in nursing programs. The Committee learned that the Indigenous Community Route and Rural Community Route utilize a different process and those routes are not included in the lottery. Students who apply through the Equitable and Inclusive Admission Process will be included in the lottery, while also having their application reviewed simultaneously through this pathway.

The APPC approved lottery-based admission for undergraduate programs in the Faculty of Nursing, effective Fall 2026.

APPC Committee Membership Report

The Committee reviewed a report on the membership of APPC-equivalent committees at CARU and U15 institutions, completed by the University Secretariat in response to feedback from the APPC during last year's Committee Terms of Reference review. Specifically, questions had been raised regarding the rationale for having non-voting members, and the AUPE representative requested that non-voting members be changed into voting roles.

The Committee learned that the Secretariat's environmental scan, which reviewed the membership of 24 committees across 13 institutions from the Canadian U15 and Alberta's Comprehensive Academic and Research Universities (CARU), found that the vast majority of CARU and U15 institutions do not have any non-academic staff representation on their committees at all, in either voting or non-voting roles. In cases where non-academic staff were present on committees, they were senior members (e.g., the Registrar) in non-voting ex-officio positions. Only one of 13 institutions had a committee with an appointed/elected non-academic staff member from at-large in a voting role. Consultation with a leading expert in Canadian post-secondary governance confirmed that it is not common practice for non-academic staff to hold voting positions on academic decision-making bodies.

The Committee heard that the intention of non-voting seats for non-academic staff on the APPC, which is a structure unique to the University of Calgary, is to recognize the importance of these voices and bring their perspectives to the table. However, academic decisions being made by academic staff members is a fundamental principle of post-secondary governance.

Robin Yates, Co-Chair and Dawn Johnston, Academic Co-Chair, Academic Planning and Priorities Committee.

Academic Planning and Priorities Committee
Report to the General Faculties Council
For the meeting held on January 13, 2025

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

Creation of the Specialization in Professional Practice Entrepreneurship within the Graduate Certificates in Advanced Nursing Practice I & II

The Committee reviewed the proposal for the creation of the Specialization in Professional Practice Entrepreneurship within the Graduate Certificates in Advanced Nursing Practice I and II offered by the Faculty of Nursing. The Committee heard that the Faculty identified the need for entrepreneurial training for Registered Nurses (RNs) and Nurse Practitioners (NPs) through consultations with employers, students, and professional associations in the nursing field. The Committee learned that Alberta's health care funding model allows RNs and NPs to run their own professional practices and other provinces are adopting similar models. This would be the first program of its kind in Canada and because a nursing degree is not mandatory for admission to the certificate, it may also be attractive to professionals from other health care fields, such as midwifery.

The Committee heard that students can choose to complete the certificate with this specialization as a standalone credential or complete the second certificate with a different specialization and ladder into the course-based Master of Nursing. This proposal aligns with *Ahead of Tomorrow* by advancing programming focuses on entrepreneurial thinking and harnessing innovation to address societal health care challenges. Preliminary conversations are also underway regarding this specialization being offered as part of the Faculty of Graduate Studies' transdisciplinary programs.

The Committee approved the creation of the Specialization Professional Practice Entrepreneurship within the Graduate Certificates in Advanced Nursing Practice I and II, effective Fall 2025.

Revisions to the Terms of Reference for the Academic Planning and Priorities Committee (APPC)

The Committee reviewed the proposed revision to the Terms of Reference, which is to change the title of one voting member on the APPC following a change to the University's administrative structure. The seat held by the Vice-Provost (Equity, Diversity, and Inclusion) will now be held by the Executive Director, Office of Institutional Commitments or a designated academic staff member.

The Committee recommended that that the General Faculties Council Executive Committee approve the revisions to the Terms of Reference for the APPC, effective immediately.

Robin Yates, Co-Chair, and Dawn Johnston, Academic Co-Chair, Academic Planning and Priorities Committee.

RESEARCH AND SCHOLARSHIP COMMITTEE
Report to General Faculties Council
for the meeting held January 16, 2025

This report is submitted on behalf of the Research and Scholarship Committee (RSC).

Indigenous Engagement - Research Update

The RSC received a presentation on Indigenous engagement within research at the University, hearing that activities include: aligning *ii' taa'poh'to'p* (the University's Indigenous Strategy) with the institutional Research and Innovation Plan, providing support to new Canada Excellence Research Chair holder Deborah McGregor, working with the Institutes for Transdisciplinary Scholarship to incorporate Indigenous research into every pillar, developing a land-based research site at Barrier Lake, involvement with the One Health initiative, involvement with the Research Data Management Committee and development of the Data Sovereignty Committee/ Indigenous Data Management Committee, and coordinating research and learning opportunities through the Indigenous Research Support Team, One Child Every Child parallel paths initiative, and Office of Indigenous Engagement.

The RSC heard that key areas of focus for the immediate future include continued coordination of *ii' taa'poh'to'p* and Research and Innovation Plan implementation, continued efforts to increase the number of Indigenous researchers at the University, development and coordination of training materials, the strengthening of pathways to students becoming researchers, and expanding connections with Indigenous organizations to coordinate research efforts.

In response to questions, it was reported that:

- The Tri-Council is working on updating its policy statement regarding Indigenous peoples. It is not known when this will be done and released.

- It is necessary to move carefully on matters relating to people identifying as Indigenous. The University is working on updating its processes relating to this, but requiring documentation can be challenging as, for example, Indigenous Services Canada does not recognize one of the Cree groups in Alberta.

Declaration On Research Assessment (DORA) and Research Impact Update

The RSC received a presentation on research impact initiatives at the University, including:

- Research impact is defined as the higher-level and ultimate long-term effects or changes resulting from an 'intervention', and such impact can be intended and unintended, positive or negative. Impact is a journey, with diverse pathways. Impact goes beyond what research has, does, and produces to the difference it makes downstream.

- The DORA Declaration on Research Assessment, of which the University is a signatory, affirms commitment to societal impact, a broader range of outputs and impact measures, focus on the content of output and not simply journal-based metrics, quantitative and qualitative indicators of research quality and impact, and transparent criteria.

- The DORA principles have been incorporated into the GFC Academic Staff Criteria and Processes Handbook, the Faculty Guidelines, and the Academic Selection Toolkit for hiring. There remains varied awareness and uptake of the DORA principles across the University.

- Funding agencies are changing their practices to align with their own commitments to DORA. The Tri-Agency is developing a narrative-style curriculum vitae (CV) that will ultimately replace the Canadian Common CV.

- The Knowledge to Impact team's primary goals for this year are to develop a toolbox for the University to guide assessing and communicating about research impact, provide educational opportunities, and implement campus-wide research impact reporting.

In response to questions, it was reported that:

- A one-pager handout will be produced to introduce researchers to the research impact toolbox, and this will be revised over time as researchers' needs are identified.

- The Tri-Agency will provide guidelines for applicants for preparing their narrative-style CV. Researchers already write narratively about their research to some extent, so it is considered that this will not fundamentally change how researchers present their research.

Discussion included:

- The DORA principles could be incorporated into metrics the University currently uses or new, less traditional, metrics could be developed.

- The research system is in a transitional phase during which all people involved, including researchers, reviewers, policy makers, and others, are learning about narratively expressing research impact.

- There are overlaps between research outcomes and research impacts. The presenters indicated that writing narratively will allow a researcher to make these connections, and that examples of narrative work will be provided.

- It can be posited that the supervision of students or postdoctoral scholars can lead to impact, as these persons move on to other positions. The presenters agreed that there can be overlap between research and service and the perception of this will be dependent on context and how the effort is assessed.

Global Research Initiative for Sustainable Low-Carbon Unconventional Resources Update

The RSC received a presentation on the Global Research Initiative for Sustainable Low-Carbon Unconventional Resources (GRI), including:

- The $75 million Canada First Research Excellence Fund GRI was established in December 2016 and ends November 2026. The GRI has a focus on developing technologies that reduce greenhouse gas emissions and are more sustainable. The key themes are heavy oil and bitumen, hydraulic fracturing, and low carbon solutions including CO_2 capture and storage, CO_2 conversion, hydrogen, and bioenergy.

- The key achievements of the GRI include: funding research projects at the University; establishing collaborations and partnerships; publishing to advance knowledge in the field; building state-of-the-art lab facilities; supporting highly qualified personnel (HQP) educationally and in transitioning to careers in industry, academia, and public sectors; securing additional research funding from international and other sources; innovation and technology development; creation of startup companies and commercialization; and leadership development.

- The University ranks #1 globally for citation counts in the top 30 of Energy research topics, and 32 University researchers are in the top 2% globally for Energy/Environmental researchers.

- The University's Energy Research Strategy, which was informed by GRI learnings, launched in 2023. The principles of this transdisciplinary strategy are that it be impactful and relevant, open to all, and for the common good. Under the strategy, teams focus on challenges to produce solutions to benefit society.

In response to questions, it was reported that:

- The University's Institute of Energy was created in 2016 but is currently dormant. This is going to be reactivated in 2025 by combining the Institute and the GRI.

- The provincial government's moratorium on pursuing renewable energies does not appear to be impacting research funding opportunities.

Discussion included observation that Stanford University's Annual Assessment of Author Citations list is a useful tool and that it is positive to see so many University of Calgary names on the list.

Institutes for Transdisciplinary Scholarship Spotlight on Cities and Societies

The RSC was reminded that there are five areas of focus within the Institutes for Transdisciplinary Scholarship (ITS), each of which have formed a community of scholars, and then received a presentation on the Cities and Societies area, including:

- The area will focus on ways to design, plan, and build sustainable and healthy communities to ensure all societal members thrive. The area will consider technology, innovations in smart cities, transportation, infrastructure, biodiversity, healthy cities and populations, and designing for equity, diversity, inclusion, and accessibility. The area's themes have been identified as Equitable Cities, Empowered Actors, and Community Centred.

- The Cities and Societies area Academic Co-Leads will serve three-year terms and will work to: 1) help establish connections; 2) support research teams to apply for funding, build capacity, and expand; and 3) support the consolidation of partnerships and the sustainability of long-term goals.

- The area will foster transdisciplinary work through a workshop series, walking tours, and a podcast, and will engage Indigenous perspectives through connection to the Faculty of Social Work's Indigenous Lodge (Kiipitakyoyis) and by encouraging reciprocal relationships between researchers and Indigenous communities. The area will map and establish connections to University undergraduate and graduate degree programs, support knowledge mobilization, and leverage resources and infrastructure including the School of Architecture, Planning and Landscape (SAPL) downtown location.

In response to a question, it was reported that all elements of the SAPL, including researchers and graduate and undergraduate programs, will be moved downtown by 2026.

Quantum Update

The RSC received a presentation on quantum initiatives at the University, including:

- The University's quantum ecosystem includes: research by faculty, postdoctoral scholars, and students; quantum education; facilities, including Quantum City's qLab nanofabrication centre, qHub collision space, and main campus labs and spaces; and partnerships. Quantum City is a network for quantum science and technology in Alberta and brings together researchers and developers, industry, and adopters of quantum technology and services. Quantum City establishes quantum enabling infrastructure, creates a pipeline for talent and experts, and narrows the gap between quantum technology and solutions.

- Faculty with quantum expertise, including Canada Excellence Research Chair and Canada Research Chair holders, have been recently hired in the Faculty of Science, Schulich School of Engineering, and Haskayne School of Business.

- Quantum City's Scientist in Residence program provides guidance to organizations that are exploring and adopting quantum technologies.

- Recent activities include involvement in the Quantum Horizons Alberta research initiative, involvement in the Institute for Quantum Science and Technology, a partnership with QAI Ventures, continued collaboration with Mphasis, hosting the Quantum City Challenge for quantum innovators, supporting internship opportunities, planning for qLab and qHub construction, launching a Professional Masters in Quantum Computing, hosting the qConnect 2024 summit, holding the transdisciplinary workshop Quantum and Quantum Adjacent Computing for Natural Disaster Prediction, and pursuing business and other engagement.

- Quantum City has received $750,000 in Alberta Innovates funding for the qHub and $4.1 million in Prairies Economic Development Canada (PrairiesCan) funding for the qLab.

- Plans for 2025 include delivering Canadian International Development Scholarships, hosting the qConnect 2025 summit, and launching two rounds of Consortia Funding.

In response to questions, it was reported that the qLab construction will start in March 2025, on an existing parking lot site, and will be completed in 2027, and the associated Science A renovation will be completed in 2026.

Prepared by the Secretariat on behalf of Sheri Madigan, Academic Co-Chair

TEACHING AND LEARNING COMMITTEE
Report to General Faculties Council
for the meeting held January 14, 2025

This report is submitted on behalf of the Teaching and Learning Committee (TLC).

Recommendation of Revisions to the Terms of Reference for the Teaching and Learning Committee and Approval of Revision to the Terms of Reference for the Course Feedback Implementation Working Group (CFIWG)

The revisions to the TLC and CFIWG Terms of Reference (TOR) were described to the committee:

- Language in both the TLC and CFIWG TOR is being updated to reflect the recent structural changes at the University; and

- Reference to the Qatar Faculty is being proactively removed from the TLC TOR in anticipation of its winddown this year.

In response to a question, it was reported that an *ex officio* seat on the TLC for the new Executive Director of the office of Signature Learning Experiences is not being added as this area is already represented on the TLC in other ways.

The TLC voted to 1) recommend that the General Faculties Council Executive Committee approve the revisions to the Terms of Reference for the TLC, and 2) approve the revision to the Terms of Reference for the Course Feedback Implementation Working Group, effective immediately.

Academic Generative Artificial Intelligence (AI) Update

The TLC received a presentation including:

- Generative AI (GenAI) is a current topic of conversation and the Academic GenAI Working Group has formed to connect people from units across the University to discuss, amplify, and navigate GenAI in academic work. These efforts align with the Academic Innovation Plan's goals to educate transformative leaders, to have innovative academic programming, and to prepare students for their futures.

- Areas for engagement include in AI literacy (instructors and students), teaching, learning, assessment, academic integrity, and coordination of approach.

- There is a pressing need for guidance regarding the use of GenAI at the University

- A subset of the Academic GenAI Working Group is working to identify GenAI tools and examine how they function, and will continue building resources to help members of the University community assess the usefulness of the tools.

- Specific questions for the committee, and the institution, to consider are:

  o What aspects of GenAI tools in academic contexts are of current interest/discussion?

  o What are the aspirations for the use of GenAI tools in academic contexts?

  o What would be most helpful in navigating these contexts with clarity and institutional alignment?

Discussion included:

- Some students and instructors may have ethical concerns about the use of GenAI. The presenters agreed that the appropriate use of GenAI must be a topic of discussion as there are ethical and pedagogical implications. The presenters reassured that no one is required to use GenAI at this time.

- There is diverse engagement with the use of GenAI across the institution and even within units, ranging from those who embrace this as a tool to those who see this as a matter needing regulation.

- A course outline should clearly set out the permitted use of GenAI in a course, and students should be responsible to read the course outline and follow any instructions or limitations. Courses may have different policies regarding the use of GenAI, and students should be aware of what is permitted in each of their courses. In addition to the course outline content, instructors should speak with students about the appropriate use of GenAI in coursework.

- Supervisors should similarly speak with students about the appropriate use of GenAI in research and writing. Reference was made to Faculty of Graduate Studies GenAI guidelines.

- Not all academic misconduct cases involving inappropriate use of GenAI have malicious intent, and education is important. Students can be guarded about use of GenAI because of uncertainty about possible impacts.

- GenAI has many potential practical uses, including writing, coding, and learning accommodations.

- A definition of GenAI is needed as there is uncertainty about whether some applications or features use GenAI. Users need to know which tools are considered to use GenAI and how they can be engaged with, so that their use can be properly disclosed.

- Equitable access to GenAI tools will need to be considered.

In response to a question, it was speculated that disclosing personal information when signing up to use a GenAI tool is not significantly different from when signing up to use traditional software. For GenAI tools or other tools, all need to adhere to privacy regulations. It was reported that the University conducts privacy assessment of Level 3 and 4 personal data collection for software that is institutionally recommended but this is in relation to how the data is collected, and it is not within the privacy assessment to examine how the data is used.

UCalgary Course Experience Surveys (UCES) Operating Standard

The TLC received a presentation including:

- The UCES is the survey that is administered at the end of each semester in most courses. The UCES replaced the Universal Student Ratings of Instruction (USRI) and was first administered across Faculties in Fall 2024. The UCES consists of 11 student information questions, 5 Likert scale questions, 1 open comment qualitative question, and up to 5 Faculty-chosen questions.

- The UCES is administered through the mobile-friendly Explorance Blue software platform, which makes the survey more accessible to students.

- The document guiding course survey use was written in 1998 and needs updating.

- An operating standard at the University serves to establish standard practices, outlines the purpose and scope, and tracks the history of approval and revisions.

Discussion included:

- The concept of cleaning survey responses to remove inappropriate comments is complex. While the

motivation of wanting to protect instructors from hurtful comments is positive and the University has a duty to provide a safe workplace, having access to all comments can be important, for example if an instructor needs to demonstrate a record of communication (e.g., comments about the instructor's attributes, ethnicity, etc.) and ongoing abuse or persecution.

- Students should be educated as to the purpose of the UCES and what constructive feedback is. It should be reminded that, while anonymous, feedback provided through the UCES must comply with the University's Code of Conduct. The presenters indicated that communication and education tools are currently being developed.

- Experiences vary from course to course, and some instructors can face harsh criticism for their teaching or assessment methods. Students may not appreciate that a chosen teaching or assessment method is in their best interests.

- Administering the UCES through the Explorance Blue platform may make the survey easier for students and steps continue for improving response rates. The value of the survey could be spoken about in class and/or class time could be provided for the completion of the survey. The D2L prompts to complete the survey have improved response rates slightly.

In response to questions, it was reported that:

- Section 5c of the operating standard, which reads "*Completed surveys shall be retained for a period of one (1) year following the completion of the session within which it was administered, following which they will be securely destroyed*", refers to how long a completed survey is available to a student. Instructors will have ongoing access to survey reports through the portal.

- Survey report access through the portal will differ depending on a person's role.

- The overall response rate to the Fall 2024 UCES was 27%.

- Multi-instructor courses are a logistical challenge. A single UCES for a course is not done because each instructor needs feedback for their teaching dossier and because of the need to keep feedback private, but students may not want to complete multiple UCES for a course.

- Processes are being established to prepare for future features (e.g., adding instructor-chosen questions to a UCES) and revising existing UCES questions.

Standing Reports

The TLC received reports on the current activities of the Taylor Institute for Teaching and Learning, the Graduate Students' Association, and the Students' Union.

Wendy Benoit, Co-Chair, and Barbara Brown, Academic Co-Chair

Senate Report for General Faculties Council

Meeting date: 4th December 2024

Report prepared and submitted by: Jeffrey Priest, GFC Representative
4:30 p.m. – 6:00 p.m. MST

- Welcome and Territorial acknowledgements (Chancellor).

- Welcome words by Guy Levesque. Executive Director, Hunter Hub for Entrepreneurial Thinking highlighting the purpose of the Hunter Hub to bring like-minded people together.

- Approval of Senate Agenda and Senate meeting minutes of September 12, 2024.

- Approval of revised Recruitment & Membership Committee TOR

- Presentation by Andrea Morris (Vice-President, Development & Alumni) on emerging priorities for philanthropy and Engagement at UCalgary and linking these our Ahead of Tomorrow strategy

- Presentation by Corey Hogan (Associate Vice-President (Communications) on development of UCalgary's 'Start Something' slogan and Spark symbol to capture UCalgary's market position.

- Vice Chancellor Update on activities and key events over the proceeding few months including UCalgary's Arch Alumni Awards evening, presentation at Innovation Week in Calgary as well as highlighting success of Faculty researchers in Killam Awards and Royal Society Induction (Vancouver).

- Amanda Affonso (AVP Community Engagement) gave an update on selection of Lecture of a Lifetime speaker, provided update on number of OCS metrics (Alumni, Engagement, convocation).

- Presentation of the Senate Student Athlete Community Leadership Award to Alexis Johnson. Alexis is a Canadian West Field Athlete of the year for 2024 who provides exemplary leadership and tireless commitment to the Calgary community.

- Presentation by Asha Nenshi Nathoo & Raneet Kahlon, two exceptional individuals who are members of Chancellors Scholars group, on activities they were involved with and how the group how provide them with great opportunities.

- Adjournment at 6:28 PM